



Town of Mooresville

Recruitment Announcement

January 13, 2011

Position: **Budget/Benchmarking Analyst**

Department: **Finance Department**

Salary Range: **\$37,762 - \$59,057**

Application Deadline: **January 27, 2011**

Description:

An employee in this position participates in the development of the Town's annual budget and capital improvement program including preparing forms and instructions, analyzing requests and providing funding recommendations, maintaining budget software systems, completing the final budget document and assists in estimating future revenues and expenditures. This employee develops and coordinates the Town-wide performance measurement system, reviews and analyzes departmental programs and operations preparing recommendations to improve efficiency and effectiveness, conducts cost benefit, productivity and management analysis, and other duties as assigned.

Minimum Requirements:

A bachelor's degree from an accredited college or university in public administration, public finance, accounting, or a related field and two to four years of professional experience in operating and capital budgeting, performance measurement, and program evaluation. A master's degree in public administration and knowledge of local governmental budgeting practices are strongly preferred.

Hours:

8:30AM – 5:00PM (Monday – Friday)

Other Information:

Considerable knowledge of principles and practices of public administration as applied to complex and involved programs, budget analysis, and organization and method studies. Ability to exercise independent judgment and initiative. High level of proficiency with Microsoft Office computer applications, especially Microsoft Excel. Proficiency with Tyler MUNIS software applications desired.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid vacation leave plus 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer