

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 05/22/2020

**Response Deadline:** 06/01/2020

*Resumes accepted until position is filled*

<b>Agency:</b> Board of Commissioners	<b>Job Title:</b> Budget Analyst
<b>Classified</b> <input checked="" type="checkbox"/> <b>Unclassified</b> <input type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Salary:</b> \$20.12 - \$28.97 per hour
<b>Work Location:</b> 315 High Street, Hamilton, OH	<b>Hours of Work:</b> M-F 8:00a – 5:00p

**Essential Functions:**

- Under the supervision of the Finance Director, reconciles financial accounts with County auditor’s computer system; prepares monthly financial statements and any other financial reports as needed; assists in end-of-year closings.
- Assists in the preparation, review and development of the County budget by working with assigned agencies; monitors departmental budgets, including the completion of monthly and quarterly revenue and expense forecasts and analyzes the financial impact of internal and external factors (e.g. legislative changes, environmental indicators) on County activities.
- Prepares written reports that effectively communicate financial and/or programmatic status (e.g. quarterly reviews, annual budget plan and analyses); monitors performance and assists in researching benchmarks and best practices in the public sector.
- Provides technical and managerial assistance and training to County departments and processes fiscal transactions as requested (e.g. encumbrance vouchers, office vouchers, and employee reimbursements)
- Participates on committees and work groups as needed.
- Attends fiscal meetings/training with the Finance Director.
- Meets all job safety requirements and all applicable OSHA safety stands that pertain to essential functions.

**Required Qualifications:**

- Bachelor’s degree in public administration, accounting, political science or economics; and
- Two (2) years’ experience in finance, accounting, or related field.

**Selection Procedure:** Resumes and Interviews

**Submit Cover Letter and Resume to:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
or by email to: [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
(Please indicate Job Title in subject line.)

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**