

MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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VACANCY ANNOUNCEMENT

BUDGET ANALYST

(COUNTY APPLICATION REQUIRED- Go to: <https://madison-portal.mycivilservice.com/>)

2025 Minimum Hiring Salary: \$70,358/yr (37.5 hours/week)

Madison County seeks a full-time Budget Analyst in the Department of Finance. The work involves responsibility for assisting the Director and Assistant Director of Finance, and the County Administrator with providing budget oversight for the County by working directly with all County fiscal personnel. These duties involve responsibility for performing audits and analyses on expenditures, budget requests, estimated revenues and expenditures, performs total budget and fiscal forecasting and analysis, and reviews other fiscal aspects to determine the legality and conformance with budget policies. The work is performed under the general supervision of the Director of Finance and the direct supervision of the Assistant Director of Finance with leeway allowed for exercise of independent judgment. The incumbent performs related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor's degree, or higher, in Accounting, Business or Public Administration, Finance, Economics or closely related field and two (2) years of full-time paid, or its part-time equivalent, experience in the organization, preparation and application of a municipal or corporate financial operations, which shall have included budgeting, auditing or accounting; or
- (B) Possession of an Associate's Degree in Accounting, Business or Public Administration, Finance, Economics or related field and four (4) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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