

JOB OPPORTUNITY

The City of RENSSELAER and ESCOT are working together to develop a new budgeting system for the City. The job description below offers an opportunity for part time employment directing budget operations.

BUDGET EXAMINER

The City of Rensselaer is seeking a Budget Examiner to assist the Common Council and Mayor in reviewing budget requests and in monitoring adopted budgets. The Examiner will work closely with Executive and Legislative Branches to develop budget formats, and required reports to assist in budget implementation. The Examiner will also conduct management studies aimed at improving the efficiency of city operations.

This is an independent position that requires a minimum of five years of extensive and varied experience in government budgeting at the federal, state or local level. It is expected that the duties will require 10-20 hours per week. Pay will be commensurate with experience.

TYPICAL WORK ACTIVITIES:

Establishes guidelines for budget submissions and supporting materials;
Analyzes budget requests submitted by the Mayor and other officials;
Working closely with the Treasurer, establishes reporting systems to track expenditure and revenue activity;
Establishes special reporting systems where necessary, e.g. capital program;
Continuously monitors budget activity and reports major deviations to responsible officials;
Periodically, prepares summary reports of budget status and projections;
Conducts management reviews to insure city agencies are operating efficiently and within budget guidelines;
Seeks to improve budget execution by reviewing budget results at the end of each year.

Address Letters of Interest with resume and salary requirements to:

Maureen Nardacci
City Clerk, City of Rensselaer
62 Washington ST
Rensselaer, NY 12144

Applications must be submitted no later than February 5, 2012