



JOB ANNOUNCEMENT

Unit Manager – Budget Fiscal & Administrative Manager Division of Finance and Administrative Services

This position is responsible for the oversight of the Department of Social Services budget, including development and monitoring. Day to day supervision of a unit of professional staff, regular interaction with department fiscal liaisons, Office of Administration, House and Senate budget analysts and frequent interaction with department executives on matters of budget development and expenditure control are among the responsibilities. Additionally, fiscal note preparation and submission is overseen by the Budget Unit Manager.

QUALIFICATIONS:

(The following minimum qualifications will determine merit system eligibility. Allowable experience and education substitutions are provided in italics below the corresponding minimum qualification statement; no other substitutions will be permitted. These minimum qualifications may also be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers.) (More specific qualifications may be required for particular positions allocated to this class depending on the assigned duties and responsibilities. This may include specialized and/or additional education, experience, and/or licensure/certification not stated in the minimum qualifications.)

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Finance, Economics, Public or Business Administration, or a closely related field; and,

Four or more years of professional experience in accounting, auditing, purchasing, budgeting, fiscal management, or in general management with some fiscal responsibility.

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

(Experience in the referenced areas at the level of Administrative Office Support Assistant (AOSA) may substitute on a year-for-year basis for deficiencies in the required education.)

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)

Experience with SAMII and WebFOCUS is preferred.

SALARY RANGE: \$81,250 - \$84,500 Annually

TO APPLY: Please send your resume, cover letter, transcript and the DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is November 9, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER