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| <b>Closing Date</b> | 9/27/2023                                  |
| <b>Salary</b>       | \$22.405/hr                                |
| <b>Job Type</b>     | Full-Time/Permanent                        |
| <b>Position</b>     | Budget Officer II (#03188120)              |
| <b>Location</b>     | Lincoln, NE                                |
| <b>Division</b>     | Military Department (The Adjutant General) |

**Position Description:**

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
  - o 79% employer-paid health insurance with four plans and coverage levels to choose from
  - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
  - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
  - o 156% state-matched retirement for state plans
  - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
  - o Wide variety of professional development opportunities
  - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
  - o Veteran’s Preference & Military Spouse Transition Program
  - o Public Service Loan Forgiveness Program through the federal government possibilities

Location: Construction and Facilities Management Office, 2443 NW 24th Street, Lincoln NE

**Examples of Work:**

Consults with and advises management on budget matters to exchange information, to identify the characteristics and impact of budget problems, and participate in management decisions affecting the agency's policies and program.

Develops policies, plans, and implementing procedures to collect the data and information required to prepare the CFMO budget.

Analyzes, compiles, and consolidates the data and information collected into the agency budget to provide management with a tool to control available financial resources.

Adjusts the budget to reflect changes in programs or changes in performance within a program.

Monitors expenditures to ensure proper controls are maintained in accordance with established regulations and policies.

Plans and develops data, graphs, and other materials to present to the Legislature or other governmental staff to justify requests for grants and expenditures of funds.

Compiles fiscal and accounting data to use in budget evaluations, cost analyses, and budget projections.

Audits financial statements and reports to verify calculations and identify discrepancies.

Surveys and studies agency budgeting systems and agency needs to develop plans to modify existing systems or design and install new systems that will more effectively meet agency goals and objectives. Other duties as assigned.

### **Qualifications/Requirements:**

**Minimum Qualifications Required:** Associate's Degree in accounting, finance, business administration or related administrative management field plus three years experience in governmental accounting and/or budgeting. Experience may substitute for education on a year for year basis.

**Preferred:** In addition to the above qualifications, experience in PFC/Enterprise One and State Accounting, and Quickbooks experience is highly desired.

**Other/Special Note:** Background check will be required. Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

### **Knowledge, Skills, and Abilities required:**

Knowledge of accounting practices and procedures; budget formulation and tracking procedures; project management procedures; personnel management practices; research practices and techniques; the programs of the agency for which budgeting services are provided; the structure, policies, and operating details of the budgeting systems for which responsible; the interrelationships among the various operations and groups served; service organizations and agency clientele; federal and state laws and regulations impacting the accounting functions of the agency.

Skill in Proficiency in Microsoft Office, computer and data management; spreadsheets.

Ability to apply the principles of budgeting, statistics, and fiscal management; manage funds and develop budget projections; participate in management decisions; organize and present facts and opinions orally and in writing to exchange information and ideas and to promote agency needs, plans, and objectives; analyze data and draw logical conclusions; interact with supervisors, other employees, and the public to gain their cooperation and to establish working relationships; organize and present facts and opinions orally and in writing to exchange information and ideas and to promote agency needs, plans, and objectives; analyze data and draw logical conclusions; interact with supervisors, other employees, and the public to gain their cooperation and to establish working relationships; organize and present facts and opinions orally and in writing to exchange information and ideas and to promote agency needs, plans, and objectives.

### **Instructions for Applying**

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.

- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

**To Apply: Applications must be made through [www.statejobs.nebraska.gov](http://www.statejobs.nebraska.gov).**