



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Budget Technician

LOCATION: Finance

OPENING DATE: August 29, 2017

CLOSING DATE: Until Filled

JOB NUMBER: JN17-43FN

CLASS CODE: 9035

SALARY RANGE: \$ 29,375 - \$35,106 annually (DOQ) *with excellent benefits package*

FLSA STATUS: Non-exempt

PRIMARY FUNCTION: This position performs a variety of responsible and technical budgeting, accounting and other related support duties involving the Town's budget including the planning, development, adoption and adjustment processes.

QUALIFICATIONS: Requires an Associate's degree with major course work in Finance, Economics, Accounting, or a closely related field; supplemented by two (2) years' previous experience in the preparation and development of departmental budgets; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Valid Driver's License required.

NOTES: Excel spreadsheet experience including pivot tables highly preferred. Must be able to pass a work-related physical and drug test. The work of this job is primarily sedentary.

Full job description available upon request. Call (901) 457-2296.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address:

Human Resources
500 Poplar View Parkway
Collierville, TN 38017

Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m. We are unable to accept faxed or emailed applications

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.