



CLOSING DATE: January 11, 2019

Missouri House of Representatives
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

TITLE: Director, Appropriations Division
LOCATION: Missouri House of Representatives
Missouri State Capitol Building, Jefferson City, MO

STARTING SALARY: \$86,232/annually

DESCRIPTION: The Director, Appropriations Division is a highly responsible, professional, supervisory position that directs and facilitates the budgetary process for the Missouri House of Representatives. This non-partisan staff position is full time and is eligible for Missouri state employee benefits.

RESPONSIBILITIES: This position is responsible for researching and performing complex state budget and analysis for House Appropriations and the House Budget Committee and directs and reviews the assignments of the Appropriations Division staff. In addition, the Director is responsible for reviewing agency budget requests and governor recommendations for accuracy and conformance with fiscal notes, budget procedures and compliance with legislative intent; reviews and analyzes agency needs and priorities to determine appropriation needs; and assists House members and staff on matters relating to the state budget administration.

QUALIFICATIONS: Successful candidates must have an advanced knowledge of the principles, practices, and current theories of budget administration with special reference to governmental procedures, practices and objectives; considerable knowledge of management and governmental accounting principles and practices in order to recommend budgetary savings; and the ability to provide leadership and supervision to professional, technical and related program staff. Position also requires the ability to establish and maintain harmonious working relationships, the ability to communicate effectively both verbally and in writing, considerable knowledge of personal computers, the ability to multitask effectively and meet tight deadlines under pressure, and the willingness to work extremely long hours as necessary to fulfill the obligations of the position. A bachelor's degree in accounting, finance, business or public administration, statistics, economics or related field with ten years of progressively responsible experience in policy analysis, governmental budget administration or closely related work also required. Master's degree and CPA preferred.

APPLICATION PROCESS: Please send resume, application and letter of interest no later than **Friday, January 11, 2019** to the Missouri House of Representatives, Administration Division, State Capitol Building, Room B-22, 201 W. Capitol Avenue, Jefferson City, MO 65101, Attention: Director, Appropriations. Documents may also be submitted electronically to househr@house.mo.gov. Additional information and the House Application for Employment may be found on the House website at www.house.mo.gov or by contacting the House Administration Division at 573.522.6855.

EQUAL OPPORTUNITY STATEMENT: The Missouri House of Representatives is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, sex, disability status, age, or other non-merit factor.