

To view a complete job description or to apply online, go to www.novaparks.com/employment. Please include Opportunity Announcement #17-12-32 when applying.

NOVA Parks has a full-time opening for a BUDGET ANALYST at NOVA Parks Headquarters, Fairfax Station, VA. Annual Starting Salary Range: \$55,000.00 - \$65,000.00. Excellent Benefits.

The BUDGET ANALYST is responsible for performing professional and administrative work relating to the preparation, analysis, and monitoring of NOVA Parks budgets. Work is performed under the general direction of the Budget Administrator with latitude for independent judgment and action. Work will also include preparation of schedules, spreadsheets, and reports supporting the annual audit. Clearly defined annual performance goals will be set.

ESSENTIAL FUNCTIONS (with illustrative examples of work)

- Budget development functions;
- Budget monitoring and other analytical functions.

REQUIRED QUALIFICATIONS (minimum)

Education: Graduation from an accredited college/university with a Bachelor's degree in public administration, business administration, economics, accounting, or closely related field. A Master's degree in a related field is desirable and may be substituted for experience.

Physical: Non-manual work with strength and dexterity necessary to perform all required tasks, including lifting, stooping, bending, and working in tiring and uncomfortable positions in an office setting.

Experience: Minimum of two years of progressively responsible experience in governmental budgeting, performance measurement analysis, accounting, or business, **OR** equivalent combination of education, training, or experience.

How to Apply: Please complete a full time application online or submit your complete and current resume to the NOVA Parks Human Resources Office. Please include the NOVA Parks Opportunity Announcement Number on your resume.

Resumes may be sent to: resumes@nvrpa.org, or

NOVA Parks Headquarters

Attn: Human Resources

5400 Ox Road

Fairfax Station, VA 22039

Benefits: This position is a benefit eligible position. Benefits include medical and dental insurance, life insurance, long-term disability, retirement plan, and more.

Selection Process: Panel interview.

It is the policy of the Northern Virginia Regional Park Authority to prohibit discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-352-5900 for assistance.