

Accounting
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BUDGET ADMINISTRATOR

The Roanoke County Department of Finance and Management Services is seeking to fill the position of Budget Administrator. Under general direction, the employee in this position coordinates the planning, development, and implementation of the annual operating budget and ten-year capital improvement plan. This position performs complex administrative tasks under limited supervision. This position also supervises and oversees the activities of the Budget Division and other related work as required.

The qualified applicant will possess a thorough knowledge of governmental budgeting, skill in organizing and presenting highly technical information, the development of projects, budgetary philosophies and policies; comprehensive knowledge of state laws and local ordinances applicable to budget; ability to visualize future issues in budget management and recommend creative solutions; ability to perform complex operational analysis, cost benefit analysis and determinations of service efficiency/effectiveness; plan and direct activities of staff; communicate complex ideas effectively orally and in writing; Must be able to work independently and establish and maintain successful working relationships with department directors and County staff.

A four-year Bachelor's Degree from an accredited college or university with major coursework in a related field or any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Subject to complete criminal history and credit report search.

DEADLINE: Open until filled

HIRING SALARY RANGE: \$63,834 - \$103,730

ROANOKE COUNTY APPLICATION REQUIRED

Contact Department of Human Resources
P. O. Box 29800, 5204 Bernard Drive, SW
Roanoke, VA. 24018

Or see us online: www.RoanokeCountyVA.gov
EOE/M/F/D (540) 772-2018