



CITY OF MANASSAS
invites applications for the position of:
Budget Analyst

SALARY: \$30.43 - \$41.84 Hourly
\$63,294.40 - \$87,027.20 Annually

OPENING DATE: 08/29/22

CLOSING DATE: Continuous

POSITION SUMMARY:

The **City of Manassas Finance Department** is accepting applications for our Budget Analyst position! We are seeking a detail-oriented finance professional who possesses experience with technical budget preparation and/or analysis work. If you are ready for your next opportunity, apply! A wonderful team of dedicated and talented professionals await you!

The **Budget Analyst** is responsible for performing budget and financial reporting and analytical work and technical and administrative tasks in the processing and maintenance of budgetary and related data.

The starting range for this position is: \$63,294.40 - \$87,027.20, based on education and experience.

Position is open until filled.

This is a full-time, benefited position that offers Virginia Retirement System benefits, 13 paid holidays, generous annual and sick leave, health insurance, employee assistance program, deferred compensation, access to the Prince William County Employees Credit Union, and several exciting work perks! Tuition reimbursement is also available for eligible employees.

ESSENTIAL JOB FUNCTIONS:

Assists in developing and preparing the annual operating budget and capital improvement plan (CIP); reviews departmental budget and CIP requests; makes recommendations regarding funding levels; analyzes and estimates revenue and expense trends; identifies and recommends alternatives; presents recommendations to direct supervisor; assists in the development of budget office publications; maintains budget related software programs and databases.

Monitors budgetary compliance; performs regular reviews comparing budget to actuals; ensures compliance with approved budget; updates and maintains related records and spreadsheets; identifies problems; informs superiors of potential problem areas; formulates and recommends solutions; compiles related reports; prepares necessary amendments to the budget.

Develops, designs, and conducts special studies and research; develops analytical approaches and related reports; participates in field research projects; conducts research; assists departments with programs and procedures related to financial policies; makes recommendations to increase efficiency and accuracy; monitors new or changing legislation for budgetary implications.

Develops objectives and performance indicators for the operating budget; works with department heads and staff to develop and refine statements of departmental objectives; devises indicators that measure progress on objectives; performs periodic reviews of progress on objectives; utilizes data obtained in the review process to update budget as necessary.

Refers to Finance Committee agenda, revenue reports, capital project reports, Operating Budget, Comprehensive Annual Financial Report, Capital Improvement Plan, policy and procedure manuals, computer manuals, codes / laws / regulations, publications and reference texts, etc.

Performs related duties as assigned.

Additional information can be found in the [job description](#).

MINIMUM REQUIRED QUALIFICATIONS:

Bachelor's degree in a finance or public administration related field from an accredited four-year college or university; supplemented by at least two years of technical budget preparation or analysis work; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Preferred Qualifications:

Master's degree in Public Administration

SPECIAL REQUIREMENTS:

Superior Microsoft Excel and financial and budget software skills required.

Application Link: <https://www.governmentjobs.com/careers/manassas/jobs/3700651/budget-analyst>

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.manassascity.org/jobs>

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Position #12-00831
BUDGET ANALYST
HR
