



**TOWN OF WARRENTON**  
is accepting applications for the position of:

# Budget Manager

**SALARY:** \$33.29 - \$53.27 Hourly  
\$2,663.60 - \$4,261.76 Biweekly  
\$69,253.56 - \$110,805.70 Annually

**DEPARTMENT:** Finance

**OPENING DATE:** 04/20/21

**CLOSING DATE:** Continuous

## DESCRIPTION:

### Definition

This position works under the general supervision of the Finance Director to perform complex professional and difficult administrative and technical work in the preparation, review, presentation and management of the Town's operating budget, utility fund budget, and capital improvements budget. Position oversees debt management and performs other related work as assigned.

### Working Conditions

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS:

1. Coordinates the annual budget process for the Town, prepares proposed and adopted budget documents; prepares materials for budget workshops and public meetings.
2. Manages and prepares budget amendments and resolutions throughout the year. Monitors, analyzes and compares fiscal year budget and actual variances to determine adjustments, as needed.
3. Develops and administers policies, procedures and instructions related to the formulation of the Town's budget.
4. Works with department heads in preparation of annual budgets, resolving budget adjustments needed during the year, subject to Finance Director, Town Manager and Council approval.
5. Makes recommendations to the Town Manager regarding options and alternatives.
6. Prepares and develops Council agenda items, as well as Council information memos on the budget progress.
7. Monitors Federal, State, and local legislation to determine the impact on the Town's budget.
8. Develops financial recommendations and budget documents to support the operations of the Town government.
9. Coordinates the annual Capital Improvement Plan, coordinates financing with financial advisors, prepares materials for the Council.

10. Manages debt for the Town including issuance of debt, compliance with laws and Town's financial policies and coordinates with the Town's financial advisors.
11. Manages grants including approval and/or review of disbursements and reimbursements, prepares and/or approves grants reports, reconciles grant reports to the Town's accounts and advises departments related to grant reporting.
12. Prepares monthly summaries of appropriation requests and exceptions for Council.
13. Schedules and coordinates budget preparation schedules, hearings and related meetings.
14. Completes statistical information and other schedules as needed for the Comprehensive Annual Financial Report
15. Supervises the Procurement Coordinator and the procurement of all goods and services and ensures compliance with statutory requirements and competitive procurement.
16. Performs other related tasks as required.

## **EDUCATION, EXPERIENCE & KSAS:**

### **Education & Experience**

Education and experience equivalent to graduation from an accredited college or university with major coursework in business, finance, accounting, public administration, or related field; five years' experience in budget or finance operations; experience in municipal government, strongly preferred.

### **Knowledge, Skills & Abilities**

Comprehensive knowledge of the functions and organization of municipal government, principles and practices of public program administration, theories and principles of municipal budgeting and finance, and research methods. Ability to analyze and develop budget estimates; communicate ideas effectively both verbally and in writing; analyze issues and make appropriate recommendations, establish, and maintain effective working relations with others, and proficiency in various software, including Microsoft Office suite. Comprehensive knowledge of Virginia law, local law and other applicable laws related to local government finance and budgeting. Ability to present in public settings effectively for citizens and elected officials.

## **ADDITIONAL INFORMATION:**

### **Special Requirements**

Must possess satisfactory results of a pre-employment investigation including a credit check.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications as required of employees assigned to this job.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://warrentonva.gov>

21 Main Street  
Warrenton, VA 20186  
540-347-1101

Position #12420-2021-0081  
BUDGET MANAGER  
SM

[hr@warrentonva.gov](mailto:hr@warrentonva.gov)