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Budget Manager

Warrenton, VA • Finance Department

Job Type

Full-time

Grade 27

Description

GENERAL DEFINITION AND CONDITIONS OF WORK:

This position works under the general supervision of the Director of Finance to perform complex professional and difficult administrative and technical work in the preparation, review, presentation, and management of the Town's operating, utility fund, and capital improvement budgets. Position performs other related work as assigned. This is not a supervisory position.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Manages the Town's annual budget program. Responsible for preparing proposed and adopted budget documents and materials for budget work sessions and public meetings. Develops policies and procedures related to the formulation of the Town's budget. Coordinates budget preparation schedules, hearings, and related meetings.
- Monitors Federal, State, and local legislation to determine impact on the Town's budget.
- Develops financial recommendations to support the operations of the Town government.
- 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.
- Works with department heads in preparation of annual budgets, resolving budget adjustments needed during the year, subject to Director of Finance, Town Manager, and Council approval.
- Coordinates with department heads to draft the five-year Capital Improvement Plan (CIP), analyzes potential debt financing of CIP projects with the Town's financial advisors, and prepares related materials for Town Council consideration and adoption of the CIP in conjunction with the annual budget.
- Manages grants to include preparing budget amendments for Council consideration, approval and/or review of disbursements and reimbursements, reconciling grant reports to the Town's accounts, and advising departments related to grant reporting.
- Performs other related tasks as required.

Requirements

KNOWLEDGE, SKILLS, AND 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. Experience with OpenGov budgeting software preferred. 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.

EDUCATION AND 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 (5) years' experience in budget or finance operations; experience in municipal government strongly preferred.

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