

## Budget and Accounting Analyst I/II/III

\$57,153 – 65,597 / year DOQ + [Full-Time County Benefits](#).

James City County's Financial and Management Services Department seeks an individual to perform advanced professional work managing financial records and budgetary plans, policies, and practices to include strategic initiatives and comprehensive programs. This position is eligible for a hybrid-remote telework schedule.

Budget and Accounting Analyst I - \$57,153 / year or higher DOQ

Budget and Accounting Analyst II - \$61,222 / year or higher DOQ

Budget and Accounting Analyst III - \$65,597 / year or higher DOQ

### Responsibilities:

- Perform high level calculations and modeling and conduct or assist in a wide variety of financial studies; use independent thinking and application of analytical skills and techniques to address complex budget issues.
- Prepare statistical data for financial documents in a concise and accessible format to management and other various audiences, including the Board of Supervisors and citizens of the County.
- Prepare various schedules for the County's and fiscal agents' annual financial audits; coordinate and prepare information necessary to complete the annual cost allocation plan and OPEB actuarial valuation.
- Prepare Annual Comprehensive Financial Reports (ACFR) and annual financial statements for the County and its fiscal agents; attend and present financial information at fiscal agent Board meetings.
- Maintain schedules and compliance requirements for debt obligations.
- Work collaboratively with County Administration, department heads, and other key personnel in the preparation of the operating, capital, debt service, and special revenue funds budgets.
- Review department budget submissions for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives.
- Maintain and update the budget system and operating procedure manuals; provide training for departments on the budget process and how to utilize the budget system.
- Provide budget oversight by monitoring expenses against approved budget allocations and notifying supervisors and management of current or projected significant variances.

### Requirements:

- Must possess reliable transportation to work site(s).
- Knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems; microcomputers and skill in their use including spreadsheet, word processing, and database management; the principles of public budgeting, fiscal and economic analysis, and budget management; the cost/benefit relationships in a public service environment; data base management software and utilization.
- Skill in organization to manage multiple tasks; paying close attention to detail; time management to meet deadlines in a fast-paced, deadline-oriented environment; use of computer software including Microsoft Office Suite.
- Ability to communicate effectively, both orally and in writing; apply technical and statistical knowledge in developing and interpreting financial models; perform and oversee the use of analytical procedures and methods for identifying financial deficiencies and problems; plan, organize, manage, and coordinate complex financial operations concurrently; plan, organize, coordinate, evaluate, inform, and motivate staff in a positive and effective manner; gather and analyze data and to recommend and implement policy and procedural changes resulting from such analyses.

[Click here](#) for full job description. Accepting application until filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>