

### **Deputy Management and Budget Officer**

Town of Leesburg

Department of Finance and Administrative Services

\$72,952-\$132,387 DOQ

April 4<sup>th</sup>, 2023

Do you want to apply your expertise for a cause you can feel good about? Do you want to work for an organization that wants you to grow with it and offers tuition reimbursement, certification training, and a chance to learn about multiple industries? Come work for the Town of Leesburg, hometown of the 21st century! Located 35 miles west of the nation's capital in the heart of DC's Wine Country, you'll enjoy a vibrant and authentic community with "big city" amenities. The Town of Leesburg strongly encourages innovation, promotes career development, and offers excellent benefits to employees. Benefits include membership to the Town's full-service recreation center, enrollment into the Virginia Retirement System, excellent healthcare insurance, and other fringe benefits.

### **Who We're Looking For**

If you identify with the following descriptions, then you may be perfect for the Town of Leesburg:

- Creative problem solver
- Proactive self-starter
- Life-long learner
- Strong team player
- Passionate about excellent customer service
- Positive, can-do attitude
- Effective communicator
- Desire to impart knowledge to others
- "Early adopter" of new technologies

### **What You'll Be Doing**

This professional-level position is located in the Finance and Administrative Services Department and works under the direction of the Management and Budget Officer and Director of Finance and Administrative Services to perform a variety of technical work, guidance, and coordination in the preparation, review and presentation of the Town's operating and capital improvements budgets and management studies; and providing Munis (ERP system) education and training to Town employees.

For a more detailed job description, please visit the Town's **[Job Descriptions page](#)**.

### **Minimum Qualifications:**

BA/BS Degree in finance, accounting, economics, public administration or a related field or equivalent combination of education and experience. Five years of experience in budget or financial operations. Ability to independently exercise good professional judgment.

**APPLY:** A Town of Leesburg online application for employment is required for each position. Please go to [www.leesburgva.gov/jobs](http://www.leesburgva.gov/jobs) to apply online. Resumes may be submitted as supplemental only. EOE/ADA.