



## **WHO WE ARE:**

If you are looking for a challenging and exciting career with a **high performing** organization committed to preserving and protecting our planet's most valuable resource, then you will want to consider a career at Prince William County Service Authority.

We successfully blend meaningful public service with advanced business practices. We combine the best of public and private sector principles to create a **dynamic** yet financially stable work environment that recognizes individual and team contributions throughout the organization through **performance excellence**. We emphasize employee and **leadership development**.

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## ***MANAGEMENT AND BUDGET ANALYST***

**Salary Range: \$66,475.50 - \$89,271.00 Annually**

**Open until Filled**

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### **Position Summary:**

This position assists in gathering and analyzing operational, financial, and accounting data for use in the preparation of budgets and reports. Assists with the preparation of the Service Authority's Annual Budget. Assists with the management of the Authority's cash position and daily investment transactions. Prepares studies, reports, and analyses including budgets, financial forecasting models, statistical reports, and cash flow projections. Develops, tracks, and reports performance measures throughout the Authority. This position requires the ability to work independently with occasional assistance from management. Demonstrates a commitment and supports a culture of diversity, equity, and inclusion.

### **Position Responsibilities/Essential Job Functions:**

- Serves in a fiduciary capacity for the Service Authority, safeguarding the Authority's property, equipment, money, and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.
- Produces the Monthly Financial and Operational Report for management review and approval. In doing so, the position gathers and reviews revenue and expense data for all divisions/ departments, gathers operational data from applicable divisions/departments, and performs trend analysis to forecast future results.
- Tracks daily cash position by gathering cash flow data and determines daily cash requirements.
- Assists with the management of the Authority's investment portfolio. Maintains detailed investment spreadsheets.
- Assesses requisitions in the JD Edwards system that is placed on hold for budget non-compliance; determines the best course of action to resolve issues and makes recommendations to Directors.
- Assists with the preparation of the Annual/Bi-Annual Budget by performing preliminary budget analysis and gathering background data. Creates and distributes budgeting materials to each Division Director; collects and compiles the responses into a budget spreadsheet; drafts annual budget for each division/department/capital spending; and revises until final and then distributes accordingly.

- Tracks performance measures for each division/department. Performs trend analysis and prepares reports for review and distribution to Managers, Directors, and Executive Management, Also, assists in the establishment of performance benchmarks and service level agreements for divisions and departments.
- Creates ad hoc financial models to assist management in decision-making processes in all areas of Service Authority operations; creates multi-variable models to simulate changing scenarios and risk factors.
- Provides forecasting and planning assistance to division directors or designees.
- Conducts research. Analyzes data estimates, and potential cost savings and provides recommendations based on findings to identify bottlenecks, duplication of effort, and other obstacles to improving efficiencies.
- Assists staff and consultants with various studies and projects related to business operations.
- Supports strategic planning process by creating worksheets, flowcharts, performance measures, and explanatory instructions. Compiles the strategic plan for approval and publication.
- Completes various and multiple surveys, including from the Association of Municipal Water Agencies (AMWA), American Water Works Association (AWWA), and the National Association of Clean Water Agencies (NACWA).
- May be deemed essential at any time.
- Performs other duties as assigned or required.

#### **Essential Skills and Experience:**

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- Knowledge of modern office procedures; computer equipment and software applications related to the assignment, specifically Microsoft Office, especially Microsoft Excel; appropriate safety precautions, procedures, practices, and regulations; English usage, spelling, and grammar.
- Ability to read, analyze and interpret financial reports and spreadsheets; create financial models and worksheets; organize and prioritize work; follow established codes, policies, and guidelines; perform work following safety regulations, guidelines and practices; work independently with limited supervision; understand and carry out oral and written instructions; and operate computer equipment and software applications related to assignment.
- Strong analytical, Excel, and PowerPoint skills.
- Possess excellent written and oral communication skills with the ability to communicate and work cooperatively with all levels and types of personnel.
- Bachelor's degree in Finance, Accounting, or related field.
- At least four years of experience performing budget and/or financial analyses.
- Additional position responsibilities and essential skills and experience may be viewed at [www.pwcsa.org](http://www.pwcsa.org).

#### **WHERE AND HOW TO APPLY:**

For a comprehensive list of duties and job requirements, to learn more about this exciting opportunity and to apply for this position, please visit our website at: [www.pwcsa.org/careers](http://www.pwcsa.org/careers) Deadline to apply: Open until filled. EOE.

## **BENEFITS:**

### **Health, Wellness, and Work/Life Benefits**

- Competitive Health, Dental, Vision and Rx Insurance Programs with low cost premiums
- Flexible work schedules for many positions to include telework
- On-site fitness center and a reimbursement program for wellness
- Flexible medical and dependent care accounts
- An Employee Assistance Program
- A full-time 37.5 hour work week

### **Financial & Retirement Benefits**

- Highly competitive base compensation
- Participation in the Virginia Retirement System (VRS) retirement plan
  - Short and Long Term disability coverage included in the VRS retirement plan
- Life insurance policy paid for by the Service Authority & additional optional life policy to include dependents.
- 457 deferred contribution options
- Roth IRA option

### **Paid time off, Holidays and other leave**

- Generous Paid Time Off (PTO) leave program; over 20 days per year.
- 13 paid holidays annually
- 2 Floating holidays per fiscal year

### **Professional Development Benefits**

- College tuition reimbursement programs (Graduate & Undergraduate)
- Professional development training offered and paid for by the Service Authority
- Career Path opportunities for many positions
- Professional memberships paid for by the Service Authority