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## MANAGEMENT ANALYST/BUDGET

### Recruitment #21-123-2101

**Date Opened** 11/30/2020 08:00:00 AM

**Closing Date** 12/14/2020 11:59:00 PM

**Hiring Range** \$57,146.64-\$77,147.96

**Department** DEPARTMENT OF FINANCE AND BUDGET

**Job Type** Open and Competitive

**Full/Part-Time** Full-Time

**Benefits** Full Benefits

**Reg/Temp** Regular

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#### Introduction

Loudoun County, Virginia, is located approximately 35 miles outside Washington, DC. Loudoun County plays a key role in the Northern Virginia region and participates in regional undertakings including those related to transportation/transit and road infrastructure, parks, mental health, public safety, and economic development. Recognized as one of the fastest growing counties in the entire United States, Loudoun boasts a thrilling and diverse local economy that will continue to expand as the Metrorail Silver Line opens three new stations within the County over the next year. The County's General Fund budget totals \$1.95 billion for FY 2021 and is typically buoyed by strong residential, commercial, and personal property values and sales tax and its backbone of nationally-recognized schools.

#### Job Description

Loudoun County's Department of Finance and Budget (DFB) is seeking a Management Analyst who is detail-oriented, innovative, and an analytical team player to become a core member of its team. DFB, which reports directly to the County Administrator, is a change agent for the County and guides departments through resource allocation and programmatic analysis to create a high-functioning local government organization.

An ideal Management Analyst will share a passion for local government, prioritize problem solving and collaboration, and thrive in a fast-paced, results-oriented environment. The successful candidate should also have a team-oriented approach, extremely strong analytical and writing skills, a proven record of excellent

customer service, and a desire to innovate. DFB is responsible for the coordination and technical work in the preparation and presentation of the County's annual Proposed and Adopted Budgets; advises and assists departments with financial management and policy development; provides training and consultation to departments in the area of budget, budget systems, and performance management; and guides departments through management analyses and program evaluations to improve the effectiveness of County programs. The position is highly visible and produces work products and recommendations that guide the County Administrator and Board of Supervisors on resource allocation decisions for the organization. The analyst acts as a subject matter expert for the financial and policy decisions and analysis for his/her assigned departments. Applicants should include information in the application that demonstrates how previous work, volunteer, and educational experiences will make him or her the ideal Management Analyst and DFB team member.

### Job Requirements

Requires any combination of education and experience equivalent to a Bachelor's degree in Public Administration, Public Policy, Business Administration, or a related field and three years of directly related experience in budget, management analysis, performance management, or other related work experience. Experience in public budgeting is strongly preferred. This position is not an accounting position. This position requires thorough knowledge of Excel, Word, and PowerPoint. Experience with Oracle EBS and Hyperion is a plus and also strongly preferred. Experience with data analytics is also preferred. The successful candidate is eligible for the County's benefit package, which includes extremely competitive health, dental, and vision plans; enrollment in the Virginia Retirement System (VRS); matching contributions to deferred compensation plan; and annual and sick leave benefits.

### Special Requirements

Application will be considered complete with the submission of the supplemental questionnaire.

### Post Conditional Offer Contingencies

Employment is contingent upon successful completion of a criminal background and credit check.




Click on a link below to apply for this position:

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p>If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at <a href="mailto:HR@loudoun.gov">HR@loudoun.gov</a>. EOE.</p>
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Loudoun County Government

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