

Program Budget Consultant Senior

Administrative Services, Audit and Finance, Data Analysis, Health and Human Services

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Program Budget Consultant Senior

- 516508
- Richmond, Virginia, United States
- Department of Social Services
- Administrative Services
- Audit and Finance
- Data Analysis
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- Full-Time (Salaried)
- * Department of Social Services

Title: Program Budget Consultant Senior

State Role Title: Program Administration Specialist III

Hiring Range: \$75,000-\$92,000 (salary commensurate with exp.)

Pay Band: 6

Agency: Department of Social Services

Location: DSS HOME OFFICE

Agency Website: www.dss.virginia.gov

Recruitment Type: General Public - G

Job Duties

At the Virginia Department of Social Services, we are passionate about our mission to design and deliver high-quality human services that help Virginians achieve safety, independence, and overall wellbeing. We are one of the largest Commonwealth agencies, partnering with 120 local departments of social services and 31 community action agencies, along with faith-based and non-profit organizations, childcare providers, and adult living facilities to promote the well-being of children and families statewide.

These are incredibly exciting times at VDSS! We are driving unprecedented, progressive organizational change to create platforms for industry-leading innovations with the goal of delivering the best possible outcomes for Virginians. Join our team, drive the change, and make a difference!

This position is responsible for lead work in the development and management of the Division's State Programs Portfolio's Budget and general accounting functions as it relates to grants, account payables and state procurement. This position will monitor, adjust, and project expenditures; research and evaluate projects; maintain budgetary controls within the portfolio; analyze and manage data to drive outcomes; utilize data analysis techniques to perform work and investigate questions; analyze and review State Programs procedures and operations in order to measure compliance, effectiveness, and performance based on established standards & Program/ management objectives; review the internal accounting controls; assist other Program Consultant(s) within Program Finance and Administration; develop and execute the operating budget and prepare and present monthly budget briefings for management/senior management, including but not limited to determining that all financial transactions against the budget are properly coded and approved; prepare budget request and fiscal impact statements; and assist in policy development, interpretation, and evaluation of

accounting procedures for State Programs. This position will also assist and advise Division(s) Head in financial matters and provide direct support to Budget and Finance Supervisor and State Programs.

Minimum Qualifications

- Comprehensive working knowledge of budgeting and accounting principles and practices.
- Demonstrated ability to plan, monitor, and report on complex budget issues, to include forecasting revenue and expenditures, and recommending action to management.
- Strong analytical skills to include gathering and analyzing data for significance and trends; and manipulating data contained in financial systems into clear, concise management report.
- Demonstrated ability to develop and evaluate policies and procedures to include researching, interpreting, and analyzing of State Programs operations, federal, state, legislation regulations, rules, guidelines, and requirements.
- Demonstrated ability to plan and manage projects.
- Demonstrated time management and multi-tasking skills.
- Demonstrated ability to communicate effectively orally and in writing with internal and external customers.
- Demonstrated advanced computer skills (MS Office to include Excel, Word, and PowerPoint and with financial automated information systems).

Additional Considerations

- CPA preferred.
- Familiarity with legislative processes preferred.
- Knowledge of human services programs, policies and procedures in Virginia or another State preferred.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

To be considered for this position, you must submit a Commonwealth of Virginia application or resume through the on-line "Virginia Jobs" (RMS) employment site no later than 11:55 p.m. on the closing date listed. This position is an open until filled recruitment; position will remain open for a minimum of 5 workdays or until the position is filled. Each application is reviewed for documentation that shows the applicant meets the minimum and additional qualifications stated in the job announcement. The decision to interview an applicant is based on the information provided. This website will provide a confirmation of receipt when the application is submitted for consideration. Please refer to your RMS account for the status of your application and this position.

VDSS values the service and experience of our Veterans. As such, Veterans are encouraged to apply and receive preference in the hiring process. AmeriCorps, Peace Corps and other national service alumni also are encouraged to apply. Reasonable accommodations are available to applicants, if requested, during the application and/or interview process.

Virginia Department of Social Services does not provide sponsorship. The Virginia Department of Social Services is an Equal Opportunity Employer and encourages diversity within its workforce.

We are a "Virginia Values Veterans" (V3) official certified company and state agency that provides hiring preference to Veterans and Members of the Virginia National Guard in support of Executive Order 29, (2010). If you are a Veteran or Virginia National Guard Member, we urge you to respond accordingly on your state application or resume. Minorities, Individuals with disabilities, Veterans and people with National Service experience are encouraged to apply. For more information about our employment practices, please visit our "Vision, Mission and Strategic Plan". Multiple positions may be filled from this recruitment within 90 days of the closing date.

In addition to a rewarding work experience, VDSS offers excellent health and life insurance benefits, pre-tax spending accounts, state funded Short and Long Term Disability, paid holidays, vacation, tuition assistance, free wellness programs, and a state retirement plan with options for tax-deferred retirement savings including employer matching – Employee Benefits.

If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document through the "Virginia Jobs" (RMS) employment site when you apply.

Selected candidate(s) must successfully pass a fingerprint-based criminal history background check. A record of criminal history does not automatically bar an

applicant from consideration. Employment verification will be conducted to include current/previous supervisory employment reference checks.

VDSS will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

This position may be eligible for telework opportunities; availability, hours, and duration will be in accordance with the Commonwealth's Teleworking policy.

Selected candidate may be required to assist the agency or state government generally in the event of an emergency declaration by the Governor.

Contact Information

Name: VA Department of Social Services-Div. of Human Resources

Phone: dssrecruitment@dss.virginia.gov

Email: dssrecruitment@dss.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways for Individuals with Disabilities](#), or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Each agency within the Commonwealth of Virginia is dedicated to recruiting, supporting, and maintaining a competent and diverse work force. **Equal Opportunity Employer**