



**GLOUCESTER COUNTY**  
invites applications for the position of:  
**Senior Budget & Program Analyst**

---

**SALARY:** See Position Description

**OPENING DATE:** 11/04/20

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Senior Budget & Program Analyst performs professional budget and program analysis work to assist the County in improving operational effectiveness and efficiency and to enhance the financial condition of the County. Work involves assisting with establishing and managing the County's budgetary plans, policies and practices to include County-wide strategic initiatives, programs and performance measurements.

Employee must exercise independent judgment, initiative, critical thinking, and attention to detail. Reports to the Fiscal Services Manager.

**The hiring salary for the Senior Budget & Program Analyst is \$62,237 +/- annually DOQ.**

**EXAMPLES OF DUTIES:**

- Assists departments with identification and evaluation of programs and performance measures; researches, analyzes, and evaluates the efficiency, effectiveness, and utility of department operations and individual programs; provides guidance and direction in developing strategic goals and objectives, including developing financial management strategies and performance indicators.
- Assists in the development of the operating budget; creates budget preparation instructions and provides training and assistance; examines annual departmental budget requests and estimates for completeness, accuracy, and conformance with procedures and regulations.
- Administers budgeting software and online reporting tools.
- Develops or acquires and maintains multi-year forecasting models.
- Assists in the development of the County's Capital Improvement Plan (CIP); creates the CIP budget preparation instructions and provides training and assistance;
- Assists in the preparation of state and federal requests for reimbursements, and grant awards. Review and update of grant related policies, guidelines, and procedures to ensure all grants are in compliance.
- Prepares financial reports, schedules, resolutions, budget amendments, transfers, journal entries, revenue/expenditure status reports, ad hoc reports, etc. as requested.

**QUALIFICATIONS:**

Bachelor's degree in business, public administration, economics, finance or a related field.

Three to five years of work experience in budget analysis, cost-benefit analysis and/or economic and financial analysis; or an equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS:**

To be considered for this position, your online application must include your cover letter, resume and professional references. A minimum of 3 professional references **must** be listed on the application. **(Professional references are individuals who can attest to your job related knowledge, skills and abilities AND may not be family or personally related.) Professional references should include job title, company name and address, phone numbers and email address if available.**

Click the link for a complete job description [Senior Budget & Program Analyst](#)  
To apply on-line, visit our website at: [www.gloucesterva.jobs](http://www.gloucesterva.jobs)

*Gloucester County is an Equal Opportunity Employer*

---

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.gloucesterva.jobs>

Position #20201104-01  
SENIOR BUDGET & PROGRAM ANALYST  
HD

6489 Main Street  
Gloucester, VA 23061  
(804) 693-5690

[hrdept@gloucesterva.info](mailto:hrdept@gloucesterva.info)

---