



GLOUCESTER COUNTY
invites applications for the position of:
**Senior Budget and
Accounting Analyst**

SALARY: Depends on Qualifications

OPENING DATE: 10/29/21

CLOSING DATE: Continuous

DESCRIPTION:

Hiring Salary: \$65,380 +/- Depending on Qualifications

Under direction, performs professional budget and accounting 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, accounting analysis and performance measurements.

Employee must exercise independent judgment, initiative, critical thinking, and attention to detail in accordance with established policies and procedures.

Reports to the Fiscal Services Manager.

EXAMPLE OF DUTIES:

- Analyzes budgeted revenues and expenditures; assists budget holders in managing departmental budgets; prepares resolutions, budget amendments, and budget transfers. creates budget preparation instructions and provides training and assistance to internal and external budget holders; compiles and maintains budget records including submissions, working and final documents.
- Administers budgeting software systems, online reporting tools and related spreadsheet applications; trains budget holders on budget and accounting software; assists in the development, coordination, and publication of the countywide annual budget book and related budget documents; develops and maintains budget website.
- Assists in the development of the County's Capital Improvement Plan (CIP); creates the CIP budget preparation instructions and provides training and assistance; serves as staff lead/facilitator for the County Administrator's CIP Advisory Committee, prepares the annual CIP documents used by various boards, committees and County Administrator to rank CIP requests, and prepares the proposed and approved operating budget documents.
- Develops and maintains multi-year forecasting models reflecting variables, such as the effects of changing demographics, economic and fiscal policies; prepares and analyzes the effects of national, state, and regional economic trends and proposed legislation to local revenues and expenditures.

Click the link for a complete job description [**Senior Budget & Accounting Analyst**](#)

QUALIFICATIONS:

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

Minimum of 5 years of work experience in accounting, budget analysis, cost-benefit analysis and/or economic and financial analysis; or an equivalent combination of 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.



Professional references are individuals who can attest to your job related knowledge, skills and abilities while working or in a volunteer capacity and are not family or personally related.

Professional references should include job title, company name and address, phone numbers and email address if available.

Review of applications will begin immediately, and priority will be given to those who qualify and apply by November 12, 2021.

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace

OUR Community: Gloucester County

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 #10292021-00
SENIOR BUDGET AND ACCOUNTING ANALYST
HD

6489 Main Street
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(804) 693-5690

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