



Budget Manager

In the Department of Finance, this position performs the required management and administrative work involved in the planning, development, implementation, and ongoing monitoring of the town's operating and capital improvement program (CIP) budgets. The Budget Manager is responsible for both the budget process and the preparation of required budget documents to include the budget books, GFOA award applications, required advertisements, ordinances, resolutions, staff reports, and presentations to Town Council.

DUTIES:

1. Responsible for the town's operating and CIP budget process and end products, to include coordinating, analyzing and executing the preparation and submission of annual budget appropriation requests; ensuring projected needs/changes are accurately reflected in the budget process; reviewing departmental equipment needs, personnel needs and training issues; making recommendations on procedural changes to increase department efficiency.
2. Ensures budgets are programmatically valid and fiscally sound and conform with GFOA's requirements to earn the Distinguished Budget Presentation Award.
3. Monitors the departments' budgets to determine year-round burn rate and meets with department heads regularly to discuss budget-to-actual variances. Determines adjustments as needed and prepares and presents such adjustments to the Town Manager and Town Council. Also reviews all budget transfer requests.
4. Works with departments to determine the operations and maintenance impact of CIP projects. Factors those impacts into the operating budget process.
5. Responsible for reconciling CIP reserves to cash or receivables annually.
6. Performs town-wide fee analyses to propose fee changes in conjunction with the annual budget process.
7. Responsible for special projects, as may be assigned by the Town Manager or Director of Finance.

REQUIREMENTS:

- Bachelor's degree from an accredited college or university required, with major coursework in public administration, business administration, finance, accounting or related field
- Five plus years' progressive responsibility in a financial analysis/business analysis type role.
- Experience working in municipal government strongly preferred
- Experience working with Tyler Technologies' Munis product preferred
- Valid driver's license with acceptable driving record

HOURS:

- Monday - Friday, 8:00 a.m. - 5:00 p.m.
- evening hours on Tuesdays to attend Council meetings; some after-hours/weekend work as needed

For more information and to apply online, please visit us at <https://www.herndon-va.gov/about-us/careers>