

# **JOB ANNOUNCEMENT CITY OF MANASSAS**

## **BUDGET ANALYST**

**Salary Range \$58,216.20 - \$96,075.20**

**Finance Department.** Performs complex level financial related work in the preparation and analysis of budget records, requests and reports. Performs technical and administrative tasks in the processing and maintenance of budgetary and related data. Successful candidate will assist in the development of the five-year Capital Improvement Plan and the Annual Operating Budget and assist with forecasts reflecting many variables such as the effects of changing economic and fiscal policies.

**Hiring Range for this position: \$58,216.20 - \$77,147.20**

Bachelor's degree in a finance or public administration related field from an accredited four-year college or university; Master's degree in Public Administration preferred; supplemented by at least two (2) years of technical budget preparation or analysis work; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Superior Microsoft Excel and financial and budget software skills required.

To apply, complete the City application at <http://www.manassascity.org/hr/jobs>

**EOE M/F**