

# CITY OF MANASSAS JOB ANNOUNCEMENT

## **BUDGET MANAGER**

**Salary Range: \$79,872.00 – 131,788.80**

Reporting to the Finance Director, this position is responsible for the City's budget process and supervising budget staff. As an important part of the City-wide leadership team, the incumbent must be a proven visionary, able to think strategically and exercise considerable initiative in directing and overseeing the budget operation for the City of Manassas.

**Advertised Hiring Range: \$79,872.00 - \$105,809.60/DOQ**

The successful candidate will perform complex professional level work in the preparation and analysis of financial and budgetary reports and will monitor, analyze and project revenues and expenditures. The candidate will also assist with the development of the Five-Year Capital Improvement Program, the Annual Operating Budget and the Five-Year Forecast. The candidate will also be responsible for recommending and implementing improvements to the City's budget process and systems.

### **Education & Experience:**

Bachelor's degree in a finance or public administration related field from an accredited four-year college or university is required; Master's degree in Public Administration preferred; supplemented by at least five (5) years of progressively responsible related experience including at least two (2) years in a supervisory capacity; 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 Office and financial and budget software skills is required. Experience using Tyler Munis software is a plus!

TO APPLY, please complete the City application at <http://www.manassacity.org/hr/jobs>

This position will remain open until filled.

**EOE M/F**