



Management Analyst I/II - #1385

Fluvanna County - Palmyra, VA

Visit <https://www.fluvannacounty.org/hr/jobs> to view full position requirements and to apply.

The County of Fluvanna, VA is seeking an Exempt, full-time Management Analyst to support the County's financial and strategic operations.

Duties include: Managing day-to-day operations of the County's budget, performing financial, analytical, and supervisory support for assigned programs, administering and providing support for the County's Munis financial system, and assisting county staff in identifying, preparing, and submitting grants for external funding sources. Under the direction of the Deputy County Administrator/Finance Director, the Management Analyst independently carries out assignments- sets priorities, meets critical deadlines, and follows-up on assignments.

Education and Experience

Analyst I

- Associate's degree in Business Administration, Finance, Accounting, or a closely related field. Two (2) years of experience in Finance, Budget Analysis, or Accounting. Advanced proficiency in Microsoft Office.

Analyst II

- Bachelor's degree in Public Administration, Finance, Accounting, or a closely related field. Three (3) to five (5) years of progressively responsible professional analytical and accounting experience as a budget analyst, financial analyst, or an equivalent combination of education and experience. Advanced proficiency in Microsoft Office. Government/Fund accounting experience preferred.

Salary range: *Analyst I*-\$44,962 to \$47,659; *Analyst II*-\$47,660 to \$54,809 plus benefits, DOQ.

Position open until filled. EOE