

BUDGET SPECIALIST

Loudoun County Fire and Rescue, is a combination career/volunteer organization comprised of over 500 employees and 800+ active operational and administrative volunteers. The Department is a growing organization that serves a large and diverse population located 30 miles northwest of Washington, DC. We provide a full range of emergency and non-emergency services to 380,000 citizens within a 520 square mile area. Additional information about the Department can be found at www.loudoun.gov/fire. We seek to hire a highly motivated, effective, and diverse workforce to meet the needs of the County's citizens and visitors and support the Department's core values of Teamwork, Integrity, Professionalism, and Service. Loudoun County offers a meaningful career, competitive salary, and a comprehensive benefits package. Additional information can be found at www.loudoun.gov/benefits.

Loudoun County Fire and Rescue is seeking qualified applicants for a full-time, Budget Specialist position working 40 hours a week. Successful candidate will assist with budget development and monitoring, quantitative and qualitative analysis, to include trending, and special projects. The individual will also assist each of the Department's Division Chiefs by providing routine reports and executing budget adjustments at their direction. Will be responsible for coordinating the Department's annual budget development process. Occasionally attend Board of Supervisor (BOS) workshop/meetings. Will coordinate/prepare responses to questions/inquiries concerning budgetary issues. Oversees and manages the revenue and expenditures of the current operating budget. Prepares monthly revenue and expenditures forecasting reports and makes recommendations to the Fire-Rescue leadership. Continually monitors revenue and expenditures, reviewing and refining findings with Department leadership. Works closely with senior leadership to develop and monitor performance measures. Performs personnel projections on a monthly basis. Reconciles accounts and prepares budget adjustments, as necessary. Performs detailed projections and trends analysis, reviewing findings with senior leadership on a monthly basis. Analyzes complex problems and advises senior leadership of methods to implement changes or reconcile issues. Proactively researches and applies for grants on behalf of the Loudoun County Combined Fire-Rescue System.

The position requires thorough knowledge of Oracle; ability to organize information and prepare routine reports; ability to respond to inquiries/requests effectively and in a timely manner; general knowledge of county government organization, staff, and functional areas of responsibilities; and the ability to communicate effectively both verbally and in writing. Thorough knowledge of the theories, principles, and practices of governmental budgeting; general knowledge of financial management, and accounting. Advanced knowledge of Excel; Proficient in use of current word processing and other publishing software (e.g., Microsoft Office and Adobe Acrobat) to include creating and editing tables, presentations, and PDF files. General knowledge of governmental accounting; essential knowledge of automated financial accounting systems; general knowledge of methods of research and standard statistical reporting; ability to analyze budget requests and develop financial estimations/projections; ability to communicate ideas effectively both verbally and in written form; ability to establish effective working relationships with other employees, managers, officials and the general public.

Any combination of education and/or experience equivalent to a Bachelor's Degree in a related field and two years' relevant work experience. Prefer significant coursework in budget management, finance, business or public administration or related field and use of automated financial accounting systems. Prefer Master's degree. This position is critical in nature and considered essential/emergency personnel subject-to-call during local emergencies for purposes of emergency/crisis management to include being "on call" or responding to emergency situations. In the event of an emergency, employee may be required to work and/or may be assigned to the Emergency Operations Center or elsewhere to carry out the essential functions of County Government. Will require attendance periodically on some nights and weekends. May require occasional stooping, bending, and/or light lifting. Selection process comprised of application review and background investigation, to include criminal record check, credit and fingerprinting. Hiring Range: \$50,379-\$73,276. Recruitment #18-S3-1201. Apply immediately. Visit our on-line employment center at www.loudoun.gov for more information and to apply. EOE