

BUDGET SYSTEMS ANALYST

Date Opened	
Closing Date	Open until filled
Hiring Range	DOQ
Department	Management and Budget
Job Type	Open and Competitive
Full/Part-Time	Full-Time
Eligible For	Full Benefits
Reg/Temp	Regular

JOB DESCRIPTION

Loudoun County's Department of Management and Budget is seeking a detail oriented, team player who thrives in a fast paced work environment to fill a full-time Budget Systems Analyst position. The Budget Systems Analyst is a position that provides functional first-line countywide support for Hyperion Public Sector Planning and Budgeting (PSPB), the County's budget module of Oracle ERP. Functional responsibilities in Hyperion include updating of data tables, creation and maintenance of reports and troubleshooting of technical and functional system issues. The position will also provide ongoing user support and training to employees of the Department of Management and Budget as well as to users countywide. In addition, the position will support the department and be the department's lead on special projects and ad hoc reporting that deal with Oracle E-Business Suite, Oracle Human Capital Management, Hyperion, Laserfiche form development, and various reporting systems.

The ideal Budget Systems Analyst has a thorough knowledge of Oracle-based accounting and budgeting systems, shares a passion for local government, prioritizes problem solving and collaboration, and thrives in a fast-paced, results-oriented environment. The successful candidate should also have a team-oriented approach, extremely strong analytical and technical skills, a proven record of excellent customer service, and a desire to innovate.

DMB is responsible for the coordination and technical work in the preparation and presentation of the County's annual Proposed and Adopted Budgets; advises and assists departments with financial management and policy development; provides training and consultation to departments in the area of budget, budget systems, and performance management; and guides departments through management analyses and program evaluations to improve the effectiveness of County programs. The Budget Systems Analyst acts as a subject matter expert in the development and maintenance of Hyperion and related data and plays a critical role during the budget development process and the day-to-day duties of the Department of Management and Budget, including position control and reporting management and development within Oracle ERP.

The successful candidate is eligible for the County's benefit package, which includes extremely competitive health, dental, and vision plans; enrollment in the Virginia Retirement System (VRS); matching contributions to deferred compensation plan; and annual and sick leave benefits.

Applicants should include information in the application that demonstrates how previous work, volunteer, and educational experiences will make him or her the ideal Budget Systems Analyst and DMB team member.

JOB REQUIREMENTS

Position requires any combination of education and experience equivalent to a Bachelor's degree in Information Systems Management or related field with four years of directly related experience analyzing business processes and/or developing/maintaining a budget/financial system. Experience is strongly preferred in a government organization with Oracle e-Business Suite (EBS) version 12.2.6 to include Hyperion and Oracle User Productivity Kit (UPK). Experience with multi-dimensional database reporting tools, such as Oracle Business Intelligence Enterprise Edition (OBIEE), Business Intelligence (BI) Publisher and/or BI Splash is also strongly preferred. This position requires thorough knowledge of Excel, Word, and PowerPoint. In the next year, the County will likely undertake the redesign and/or reimplementation of all or a portion of Hyperion, and experience with system redesign and/or reimplementation will be prioritized in considering applications.

ABOUT LOUDOUN

Loudoun County, Virginia, is located approximately 35 miles outside Washington, DC. Loudoun County plays a key role in the Northern Virginia region and participates in regional undertakings including those related to transportation/transit and road infrastructure, parks, mental health, public safety, and economic development. Recognized as one of the fastest growing counties in the entire United States, Loudoun boasts a thrilling and diverse local economy that will continue to expand as the Metrorail Silver Line opens three new stations within the County over the next four years. The County's General Fund budget totals \$1.5 billion for FY 2019 and is buoyed by strong residential, commercial, and personal property values and sales tax and its backbone of nationally-recognized schools.

SPECIAL REQUIREMENTS

Application will be considered complete with the submission of written responses to the following questions.

1. Describe your experience with budgeting software or planning and reporting tools you have used in your past experience.
2. Describe your experience in budget preparation, expenditure analysis, accounting or budget tracking, and position control. Be sure to include years of experience and budget size.
3. Describe your experience in conducting analysis using large datasets.
4. Describe your experience providing training and/or coaching to staff, particularly in budget systems.
5. Describe your experience in redesigning and/or reimplementing applications.

6. Describe an experience handling a difficult problem from an end user. What steps did you take to come to a resolution? How did you prevent the problem from happening again?
7. Describe your experience and proficiency with Microsoft Office Suite or similar software. Include the specific systems (Word, Excel, etc.) used and the documents produced.
8. What type(s) of local government experience have you had? If none, what is your interest in local government?

POST CONDITIONAL OFFER CONTINGENCIES

Employment is contingent upon successful completion of a criminal background check, credit check, and DMV driving record check.

Go to <https://www.jobapscloud.com//ldn/sup/BulPreview.asp?R1=19&R2=S4B&R3=1165> to apply.