



JUSTIN CRAWFORD
DIRECTOR OF
MANAGEMENT AND BUDGET

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO
DEPARTMENT OF FINANCE
OFFICE OF MANAGEMENT AND BUDGET

BUDGET ANALYST II/III

COUNTY OF HENRICO
Office of Management & Budget

Department Description: Henrico County, a progressive employer of choice, provides job seekers with the promise of fair and competitive compensation; a close-knit atmosphere with low employee turnover; and a benefits package that helps secure financial stability.

Established in 1611, Henrico County has deep historical roots. Henrico County borders the City of Richmond to the west, north and east and constitutes approximately a third of the Richmond metropolitan areas. Henrico County is among the top-rated counties in the nation and was one of the first localities to adopt the County Manager Form of Government. Citizens of Henrico County are represented by an elected Board of Supervisors representing five magisterial districts.

Henrico County General Government currently has more than 30 agencies. Department Heads are appointed by the County Manager, with the exception of the elected constitutional officers. Henrico County is an equal opportunity employer and, when you join us, you will be surrounded by fellow associates who come from all walks of life, all types of cultural backgrounds and all ages.

Brief Description: Closing Date: This position closes on Monday, October 29, 2018.

Assists in the analysis, preparation and administration of the County's annual fiscal plan and capital budget and conducts management studies for County agencies; does related work as required.

Detailed Description: Considerable knowledge of work distribution, financial and budget analysis and accounting principles; considerable knowledge of the principles, methods and practices of budget preparation and control; considerable knowledge of the principles, practices and theory of modern budget and management theory and analysis; ability to analyze facts, exercise judgment and arrive at valid conclusions; ability to effectively collect and interpret data, report findings and make effective recommendations; thorough familiarity with, knowledge of and skill in the use of a personal computer and relevant business software; considerable knowledge of methods-improvement techniques, management analysis and cost-benefit analysis; ability to express ideas clearly and concisely, orally and in writing; proven organizational and analytical skills; good public-speaking skills; ability to establish and maintain effective working relationships with all levels of management and employees; ability to work efficiently within set timeframes and to accurately meet deadlines.

Job Requirements For a Budget Analyst II: Possession of a four (4) year degree in accounting, finance, public administration or other relevant field of study and two (2) years of relevant responsible experience in budgeting and fiscal management of large

departments and budgets with diverse funding and revenue sources and capital improvement budgets; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

For a Budget Analyst III: Possession of a four (4) year degree in accounting, finance, public administration or other relevant field of study and four (4) years of relevant responsible experience in complex budgeting and fiscal management of large departments and budgets with diverse funding and revenue sources and capital improvement budgets; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Details: This position will be filled at a Budget Analyst II or a Budget Analyst III level, depending on the qualifications and experience of the successful candidate(s) and/or the needs of the department at the time of hire.

This position is part of a career development series and offers advancement opportunities within the position.

Multiple positions may be filled from this posting.

May require a valid driver's license to perform assigned duties at various locations Countywide.

A criminal history record check and fingerprinting is conducted on all persons conditionally offered employment, including a conditional offer of initial employment, or a conditional offer to promote, demote, or laterally transfer an employee.

How To Apply: Closing Date: This position closes on Monday, October 29, 2018.

You apply for positions with Henrico County general government through our on-line applicant system, which is available 24-hours a day, 7-days a week with an Internet connection. Please access our job site portal through <http://henrico.us/services/jobs> or click on the Jobs link in the upper right hand corner of our main County page at <http://henrico.us>.

Minimum Salary: **49,412**
Maximum Salary: **99,833**
Currency: **USD**
Main Organization: **General Government**
Employment Status: **Permanent Fulltime**