



## Management Analyst I/II - #1385

Job Status: Open until filled

The County of Fluvanna, VA is seeking an FLSA 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 leadership 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 general supervision of the Finance Director, the Management Analyst independently carries out assignments, sets priorities, meets critical deadlines, and follows-up on financial strategic initiatives.

The ideal candidate will demonstrate excellent team building, organizational, analytical, and verbal/written communication skills. The candidate will also hold a Bachelor's degree in Public Administration, Finance, Accounting, or a closely related field. Advanced proficiency in Microsoft Office programs is required. Government/fund accounting experience with a windows-based financial software platform is preferred. An equivalent combination of experience and education will be considered. **View the position description at <https://www.fluvannacounty.org> for full education, experience, and skill requirements.**

**Hiring salary range:** Analyst I- \$44,962 to \$47,659; Analyst II- \$47,660 to \$54,809 plus benefits, DOQ. Position open until filled.

Submit a County application, resume, cover letter, and references to [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org). EOE.