

Budget Management Specialist

\$50,993 / year or higher DOQ + [Full-Time County Benefits](#).

James City County Fire Department seeks an individual to perform advanced professional and supervisory work overseeing the financial and business operations of the department coordinating activities among the division's functional areas; and assists the Fire Department's leadership team in long-range business and financial planning of the department. Work is performed under the general supervision of the Assistant Fire Chief-Administration.

Responsibilities:

- Manage business and financial operations of the Fire Department and component divisions (Fire/EMS, Emergency Communications and Emergency Management); coordinate practices among divisions and functional areas.
- Supervise the professional and administrative support employees in the Fire Administration office.
- Coordinate departmental financial and budgetary needs with Financial and Management Services, Human Resources, and other departments of the County; develop budgets for the Department and its divisions, recommend and review requests for changes in funding; prepares General Fund and CIP budget requests; and prepare spending and budget analysis; pursue external funding opportunities, prepare and review applications for Federal, state and private grants.
- Coordinate budget control and monitoring processes; assist division directors in managing budgets.
- Administer funds from sources including general and capital funds, user fees, grants, state aid and donations; oversee compliance with internal and external requirements, including reporting and reimbursement procedures.
- Oversee Advanced Life Support (ALS)/Basic Life Support (BLS) revenue recovery and compliance with rules and regulations impacting service delivery and revenue recovery.
- Manage and coordinate performance measurement and reporting for the Department; evaluate financial and performance data; assist in the development and coordination of Department goals and objectives.
- Conducts and supervises a wide variety of special projects in the Department including regulatory compliance, policy analysis and development, as well as financial impact of program and facility development.
- Practice continuous learning through individual study, classroom training, seminars, and conferences.

Requirements:

- Any combination of education and experience equivalent to a bachelor's degree in business or public administration, management information systems, or related field; considerable experience in fiscal management and analytical or research work some of which shall have been in supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities and skills.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of data analysis and collection principles.
- Considerable knowledge of the concepts and details involved in developing, operating, monitoring and modifying automated financial systems; considerable knowledge of microcomputers and skill in their use including spreadsheet, word processing and database management; considerable knowledge of the cost/benefit relationship as in a public service environment; ability to apply technical and statistical knowledge in developing and interpreting financial models.
- Some knowledge of the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), GASB Statement 43 and related statements; some knowledge of fire, emergency medical services, emergency communications, and emergency management operations and concepts preferred.
- Ability to use analytical procedures and methods for identifying budgeting and accounting deficiencies; analyze information and make recommendations; express ideas clearly and concisely, both orally and in writing; establish and maintain effective working relationships with staff, other County officials and the public; plan, organize, coordinate, evaluate, inform, and motivate staff in a positive and effective manner.

Accepting applications until 11:59pm EST on 05/31/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>