



HANOVER COUNTY GOVERNMENT
invites applications for the position of:

Budget Systems Specialist

SALARY: \$63,828.00 - \$75,000.00 Annually

JOB TYPE: Full-time

LOCATION: Hanover Courthouse, Hanover

DEPARTMENT: Finance and Management Services-Budget

OPENING DATE: 04/16/19

CLOSING DATE: Continuous

DESCRIPTION:

General Description: This is a professional, administrative position. The incumbent performs complex tasks in the technical development of the reporting and systems that support the planning and development of the County's annual budget. This includes understanding the various data inputs and sources, as well as, developing and maintaining a consolidated budget model.

Organization: The Budget Systems Specialist reports to the Budget Division Director in the Finance & Management Services Department.

Essential Functions:

- Serves as primary contact for and manages the updates and reviews of the Chart of Accounts.
- Performs the duties of a Budget/Management Analyst with regard to assigned departments.
- Demonstrates ability to develop complex Excel formulas and data models including integrating data from multiple sources.
- Demonstrates innovation in the use of systems, presentation of data and customer service.
- Serves as lead on testing and conversion involving the financial system.
- Identifies system risks and offers recommendations for mitigation.
- Develops training manuals, presentations and training for ONESolution and Cognos.
- Lead on Cognos report writing and testing.

- Prepares budget document sections as assigned.

- Works with departments on financial issues including budget transfers and justifications, projections and special projects.

- Researches and reconciles accounts.

- Works with departments to understand departmental programs and operational issues.
- Prepares work utilizing the technology available at the highest level to maximize efficiencies in updating and analyzing data.
- Cultivates professional relationships with coworkers, department contacts and department heads that leads to a higher level of fiscal understanding for the employee and the department served.
- Summarizes data in a meaningful way for the target audience.
- Takes ownership of assigned tasks to successful completion.

- Other work as assigned.

Working Conditions:

- A. Hazards None Known
- B. Environment Office
- C. Physical Effort Minimal
- D. Exempt

Knowledge, Skills and Abilities: Knowledge of principles and practices of accounting and budgeting, preferred. Ability to work independently and to meet multiple deadlines, required. Ability to establish and maintain effective work relationships and to meet deadlines, required. Excellent oral and written communication skills, required. Computer literacy including working knowledge of spreadsheets, required.

Education, Experience and Training: Bachelor's degree in finance, accounting, public administration or related field required with related experience preferred – OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule

Revision Date: January 2019

SPECIAL INSTRUCTIONS TO APPLICANTS:

In order to be considered for this position the Excel sample requested in the Supplemental Questions must be attached.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hanovercounty.gov>

Position #201900064
BUDGET SYSTEMS SPECIALIST
MU

7497 County Complex Road
Hanover, VA 23069
804-365-6075

humanresources@hanovercounty.gov

Budget Systems Specialist Supplemental Questionnaire

- * 1. Attach an example that demonstrates your highest level of Excel competency to this application. Using the attachment as a reference, describe your knowledge of and experience with Excel.

- * 2. Describe your experience with information systems reporting. Specifically, what reporting tools have you used and what was your role in report development?

- * 3. Describe your experience using financial systems.

* 4. Please describe your interest in this position.

* 5. What would you hope to accomplish in the first 90-days on the job?

* 6. What attributes do you possess that make you qualified for this position?

* Required Question