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## Description

Job Title **Budget Analyst**

Location **Henrico, VA, US**

Organization Name **County of Henrico Department of Finance Budget Office**

About Us

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.

General Statement of Duties

Closing Date: This position closes on Monday, November 15, 2021.

Assists department with complex analysis, planning, preparation and administration of their annual operations and capital projects budget. Prepare budget and documentation for inclusion and presentation in the County's annual fiscal plan and capital budget; does related work as required.

Essential Duties

Works closely with County departments to prepare the five-year Capital Improvement plan. Monitors expenditures of all approved Capital Improvement projects; works with County departments to prepare annual budgets. Monitors department's budgets and prepares expenditure forecasts. Analyzes budget estimates and prepares summaries for budget presentations. Reconciles budgetary accounts to insure agreement between control accounts and details. Obtains additional data and substantiation of budget estimates and request from departments as necessary. Reviews requests from departments and agencies to transfer funds within their budget. Schedules, organizes, coordinate, and participates in work sessions with agency heads, key personnel, and others in reviewing and negotiating budget requests; assists departments with budget appropriation requests and prepares summaries to be presented to the Board of Supervisors; assists department users in utilizing budget data collection software, including OMB's current budget system; advises departments on established budgetary policies, guidelines and procedures; serves as a subject matter expert for OMB staff. May lead and supervise office/team projects as assigned. Prepares presentation for OMB, County Manager, or other key officials;

researches State and Federal legislation, economic and policy trends, identifies potential impact to County, and provides reports on finds to Budget Supervisor and Budget Director; works closely with departments to understand departmental programs, operations and operational issues; performs other duties as assigned.

Knowledge of public administration; knowledge of principles and practices of accounting and budgeting; aptitude in handling financial data and an understanding of modern data processing applications and methods; ability to analyze cost data in relation to program information; ability to work well with others, including all levels of management.

#### Minimum Qualifications

Possession of a four (4) year degree in accounting, finance, public administration or other relevant field of study and one (1) year of relevant experience in budget or financial administration preferred; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### Additional Information

This position is part of an approved career development plan (CDP) and offers career development opportunities within the position based on the performance, qualifications and experience of the incumbent.

Positions filled from this posting may be filled at the Budget Analyst I, II, III level depending on the qualifications of the successful applicant and the needs of the organization at the time of hire.

**Budget Analyst I:** Possession of a four (4) year degree in accounting, finance, public administration or other relevant field of study and one (1) year of relevant experience in budget or financial administration preferred; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities. (Salary Range: \$47,266 - \$86,948)

**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. (Salary Range: \$51,913 - \$95,496)

**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. (Salary Range: \$57,016 - \$104,885)

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.

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

#### How To Apply

Closing Date: This position closes on Monday, November 15, 2021.

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 <https://henrico.us/services/jobs> or click on the Jobs link in the upper right hand corner of our main County page at <https://henrico.us>.

Minimum Salary **47266**  
 Maximum Salary **104885**  
 Currency **USD**

Main Organization **General Government**  
General Government

Employment Status **Permanent Fulltime**  
Permanent Full-time

Amount of Travel  
 Work At Home

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