



MONTGOMERY COUNTY VIRGINIA

EST. 1776

Budget Analyst/Capital Improvement Program Coordinator

Montgomery County, Virginia
#111303-1

Montgomery County, Virginia has an opening for **Budget Analyst/Capital Improvement Program Coordinator**. Under general supervision of the Director of Management and Budget, candidate will perform professional and complex analytical work in the development/implementation of the County's operating, capital and other funds' budgets. Essential duties and responsibilities include but are not limited to: working closely with departments to understand programs, operations, operational issues, and to assist with developing operating budgets and monitoring budgetary compliance; assist departments in developing/analyzing capital project needs and requests and monitors progress of expenditures to approved budget amounts; serve as the County's Capital Improvement Program Coordinator; advises departments on budget policies, guidelines, procedures, and assists others in utilizing budget data software and systems; develops forms and instructions for preparation of budget requests; conduct monthly monitoring of departmental budgets for expenditure and revenue compliance, and prepare financial forecasts; analyze departmental and external agency requests/submissions and makes funding recommendations to Director; communicate with departments about budgetary issues and helps with spending recommendations; prepares appropriation requests for Board consideration; assists with general revenue analysis and County's general revenue projection, including multi-year revenue and expenditure forecasts; assists with salary projections and managing position control, and similar tasks of similar levels of responsibility.

Bachelor's Degree in Accounting, Business, Finance, Public Administration or related field; Master's degree preferred, and five years related work experience. Successful candidate must have demonstrated ability to establish & maintain effective working relationships with officials, peers/associates, and related agencies. Hiring range \$56,286 - \$75,000/year depending upon experience/qualifications plus excellent benefits (paid health, dental, and vision, flex spending, life, disability, retirement, onsite health clinic, and more!) Interested candidates should apply online along with resume attachment at: <http://www.montgomerycountyva.gov/hr> by **Wednesday, May 25, 2022** to be considered. To request an application accommodation for disabilities, contact Human Resources at 540.394.2007.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender/orientation, national origin, disability or protected veteran status.

