

Budget Management Specialist

\$60,011/year or higher DOQ + [Full-Time County Benefits](#).

James City County's Police 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 Police Department's leadership team in long-range business and financial planning of the department.

Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work, and related activities.
- Manages business and financial operations of the Police Department and component divisions; coordinates practices among divisions and functional areas; coordinates departmental financial and budgetary needs with other departments of the County.
- Develops budgets for the Department and its divisions, recommends and reviews requests for changes in funding; prepares General Fund and CIP budget requests; and prepares spending and budget analysis.
- Assists with pursuing external funding opportunities, prepares, and reviews applications for Federal, state, and private grants. Assists with the Department's asset forfeiture and donation financial accounts.
- Coordinates budget control and monitoring processes; assists division directors in managing budgets.
- Administers funds from sources including general and capital funds, user fees, grants, state aid and donations; oversees compliance with internal and external requirements, including reporting and reimbursement procedures.
- Conducts and assists with department procurement activities; provides direction for proper preparation of procurement documents; reviews procurement requests for adequacy and completeness; provides procurement guidance and information to applicable staff.
- Manages and coordinates performance measurement and reporting for the Department; evaluates financial and performance data; assists in the development and coordination of Department goals and objectives; conducts annual fixed asset inventory audit.
- 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.
- Practices 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 supervisory experience.
- Must possess reliable transportation to work site(s).
- Knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems; microcomputers and skill in their use including spreadsheet, word processing and database management; Generally Accepted Accounting Principles (GAAP); cost/benefit relationship as in a public service environment; and data analysis and collection principles.
- Knowledge of law enforcement operations and concepts is preferred.
- Skill in use of computer software including Microsoft Office Suite.
- Ability to use analytical procedures and methods for identifying budgeting and accounting deficiencies; apply technical and statistical knowledge in developing and interpreting financial models; 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.

Click [here](#) for full job description. Accepting applications until 11:59PM EST on 12/17/2023. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered/.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>