

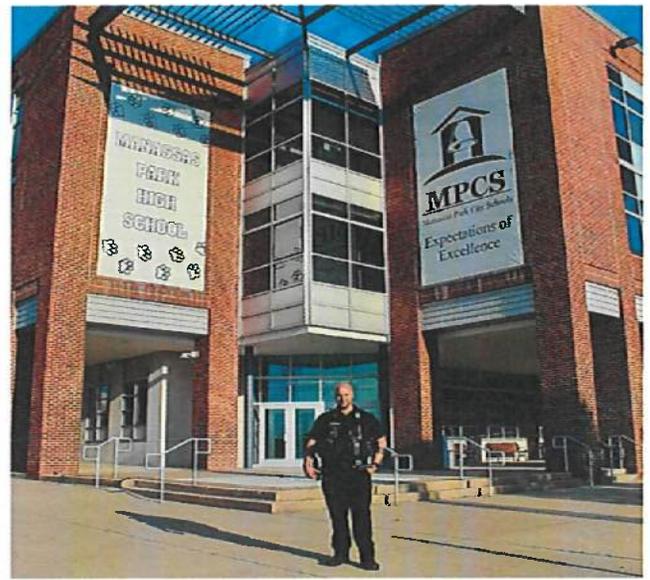


CITY OF MANASSAS PARK

JOB ANNOUNCEMENT

BUDGET ADMINISTRATOR





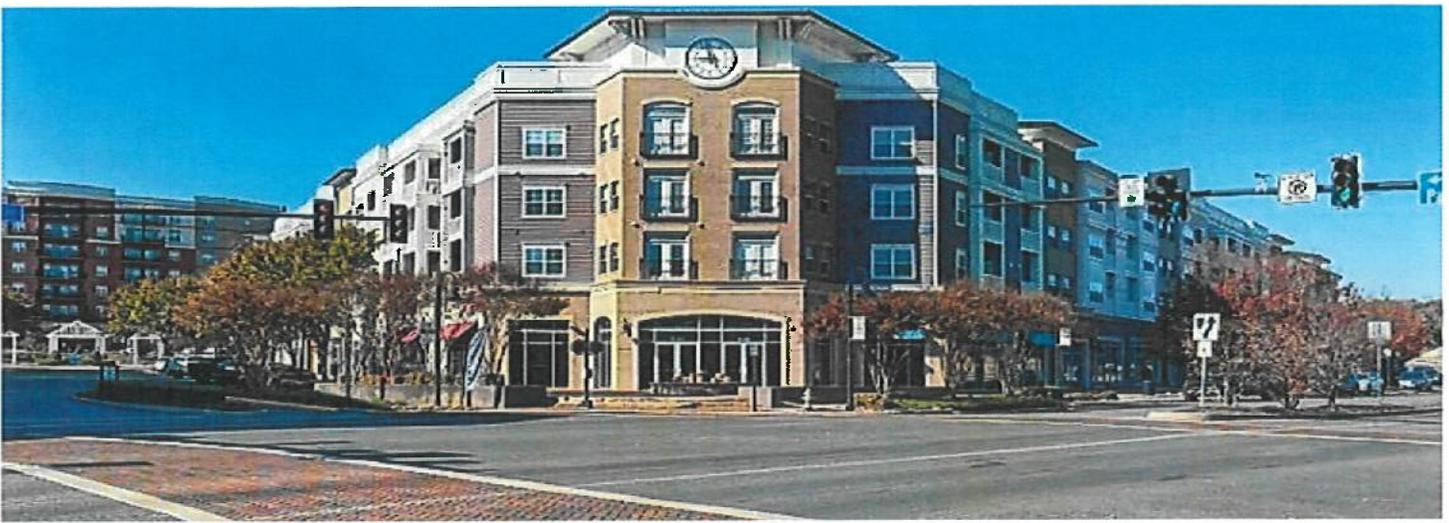
Manassas Park is an independent jurisdiction in Northern Virginia, approximately 30 miles southwest of Washington, DC. The city borders Prince William County and the City of Manassas. Manassas Park offers citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive City environment add to the City's charm.

Job Overview

The City of Manassas Park is seeking an experienced, strategic, and highly skilled professional to serve as its Budget Administrator. This position leads the City's annual operating and capital budget development processes, supports multi-year financial planning, and provides clear, regular data-driven analysis to City leadership and the Governing Body.

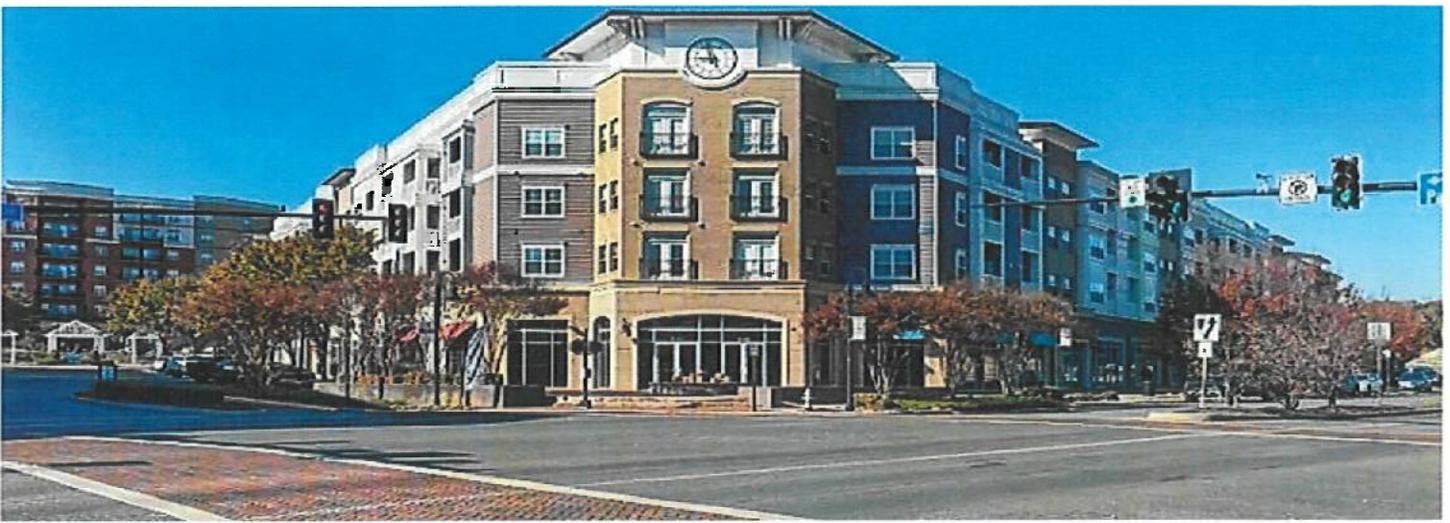
The Budget Administrator is a non-supervisory position that operates with a high degree of independence. The position has city-wide responsibility for managing the City's budget program. The Budget Administrator works closely with departments across the organization to develop budget submissions, evaluate requests, ensure compliance with City policy and guidance, and maintains ongoing budget monitoring throughout the fiscal year. This position reports to the Deputy City Manager for Finance and Administration.

All positions at the City of Manassas Park require a customer service mindset, in accordance with the Customer Service-related focus of the City.



Essential Job Functions

- Leads the City's annual operating and capital budget development cycle, including the budget calendar, provides department guidance, templates, and deliverables.
- Coordinates departmental budget submissions; reviews requests for accuracy, completeness, and compliance with City policies and financial guidance.
- Develops and maintains budget models, forecasts, and scenario analyses to support structural balance, service level decisions, and resource allocation.
- Prepares budget narratives, summaries, decision packages, and presentation materials for executive leadership and the Governing Body.
- Researches and analyzes department operations and initiatives including special projects, studies and the associated budgets and resources.
- Presents budget information and financial analysis to executive leadership and the Governing Body; responds to questions and provides supporting documentation as needed.
- Partners with Finance to develop revenue and expenditure assumptions and to monitor financial performance during the year.
- Establishes and manages budget monitoring processes, including monthly/quarterly reporting, budget-to-actual analysis, projections, and budget amendment coordination.
- Compiles statistics and prepares and presents reports to the City Manager, Governing Body and Department Heads regarding budgets and expenditures on assigned projects, policies, proposals, concerns and/or contracts.



Essential Job Functions (Cont'd).

- Provides technical assistance and coaching to departments on budgeting, position planning, expenditure controls, and financial reporting.
- Collaborates with HR/Payroll and other departments on position control, vacancy management, and personnel cost projections (as assigned).
- Assists management in formulating and implementing strategic plans, initiatives, department policies, goals, objectives and performance standards.
- Coordinates and responds to internal and external requests for budget data, reporting, and analysis.
- Supports implementation and ongoing improvement of budget tools and systems (e.g., ERP reporting, chart of accounts alignment, dashboards) and recommends process enhancements to improve efficiency and transparency.
- Maintains awareness of trends, regulations, and best practices in public finance and local government administration that may affect budget planning and compliance.
- Performs other duties as assigned.
- In addition to the above-mentioned job responsibilities, all positions at the City of Manassas Park are expected to promote a culture of civility, where respectful engagement, open communication, and collaboration are standard practices.



Minimum Education, Training and Experience

- Requires a bachelor's degree in public administration, finance, accounting, economics, business administration, or a closely related field.
- Requires a minimum of five (5) years of progressively responsible experience in local government budgeting, financial planning, or public sector finance.
- Demonstrated experience leading an annual budget development process, including departmental coordination and executive presentation support.
- Strong analytical skills with the ability to develop financial models, forecasts, and clear decision support materials.
- Proficiency with spreadsheet and reporting tools; experience working with ERP/financial systems and budget development software.
- Excellent written and verbal communication skills, including the ability to explain financial information to non-financial audiences.

Preferred Qualifications

- Master's degree in public administration, finance, accounting, economics, or a related field.
- Experience in local government budgeting or a comparable public sector environment.
- Experience with multi-year forecasting, policy implementation, and capital planning coordination.
- Experience developing dashboards and performance reporting using tools such as Power BI, Smartsheet, Tableau, or comparable analytics/reporting.
- Experience working with Tyler Technologies ERP solutions (e.g., Munis and/or Tyler Enterprise EERP).

Special Requirements

A cover letter and resume are required with the application.



ADA Compliance

The City of Manassas Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Manassas Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

1. Work is performed primarily in an office environment with periodic evening meetings.
2. Requires the ability to sit/stand for extended periods and use standard office equipment.
3. May require occasional travel to City facilities/meetings.

Authorized Hiring Range: \$90,000.00 - \$120,000.00 (DOQ)

If you are interested in becoming a member of our team, you must complete an application form and submit it to the City of Manassas Park, Human Resources Department, 100 Park Central Plaza, Manassas Park, VA 20111, or fax/email: 703-335-1405 / humanresources@manassasparkva.gov You may obtain an employment application by going to the [City's website](#).

First Submission Review: March 30, 2026

The City of Manassas Park is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

"The Newest City in Northern Virginia"

100 Park Central Plaza, Manassas Park, VA 20111

703-335-8800 | www.manassasparkva.gov

