



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

BUDGET ANALYST

Finance Division

(Internal ID #2116)

Grade 30 | \$57,275.47-\$95,542.19*

Open: June 24, 2021 • **Close:** Opened Until Filled

GENERAL STATEMENT OF DUTIES:

Under supervision, performs financial analysis and budget coordination functions to include analysis, research, formulation, scheduling, and reporting related to the diverse UOSA Operations & Maintenance, Reserve Maintenance, and Debt Service budgets. This position requires prior experience with budget coordination and analysis.

DISTINGUISHING FEATURES OF CLASS:

The **Budget Analyst II** performs budget tasks to include preparation, analysis and coordination of UOSA budgets; developing a budget process timeline; planning and managing the day-to-day budget analysis, periodic reporting, and related technical coordination; and implementing policy guidelines.

EXAMPLES OF WORK (Illustrative Only):

- Prepares periodic and adhoc budget reports requiring expense analysis and communication with other Divisions for variance explanations and reasonableness;
- Makes recommendations to achieve increased effectiveness and efficiency of the budget operation and the administration functions;
- Coordinates and leads the preparation of the UOSA Operations & Maintenance budget, Reserve Maintenance budget and Debt Service budget, and special projects budgets;
- Plans and develops reporting for analysis of current operating expenditures and estimate of future expenditures;
- Analyzes selected line items budget performance and provides recommendations;
- Designs and implements budget guidelines, forms, policies and procedures;
- Participates in budget reviews, analyzes requests, composes justifications, and writes budget narratives;
- Oversees the automation and updating of budget records and files: reviews in conjunction with the Director of Finance/Controller;
- Integrates management initiatives, such as performance measurement and activity analysis into the UOSA budget process;
- Keeps abreast of all developments in organizational budgetary management and makes recommendations to the Controller;
- Tracks/monitors/manages encumbered funds system related to budget;
- Cross-trains other finance personnel on budget management process;
- Assists Controller with the preparation of accounting transactions (e.g., journal entries for monthly close), monthly and special financial reports; ensures the UOSA general ledger matches expense reporting;
- Performs other financial tasks as required such as the year-end financial closing and CAFR preparation.
- Prepares quarterly billing for Operations & Maintenance.



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REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

Comprehensive knowledge of managerial budget preparation; comprehensive knowledge of the principles and practices of financial procedures in municipal government as required by general law; comprehensive knowledge of the state laws and local ordinances applicable to budget preparation; comprehensive knowledge of the methods and techniques involved in municipal budget management. Thorough knowledge of modern administrative and fiscal operations; ability to deal tactfully and courteously with industry, the public, senior officials and staff; ability to communicate effectively both orally and in writing; ability to use computer and related software technology effectively; ability to design, develop, research, analyze and prepare technical reports. Must be able to meet physical requirements of position to include walking, bending, stooping, lifting and carrying 30 pounds.

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

A bachelor's degree in management, finance, public administration or a related field and 1-5 years progressively responsible experience in financial management is required. Experience in budget management to include automated budgeting systems and administration in a municipal government setting is preferred; or any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS:

Experience with Microsoft Office (Word, Excel and Access), Adobe Acrobat, JD Edwards software, and financial management software packages are desired. Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.

**DOE-Starting salary will be between minimum and midpoint in the range.*

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.

In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile.**

Once logged into your profile, click on **Find Jobs** in the upper left hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.