



**VACANCY ANNOUNCEMENT**  
**Budget Analyst / Senior Budget Analyst**  
**Hiring Range - \$60,000 to \$80,000 DOQ**

The City of Fredericksburg is seeking to fill a position dedicated to the Budget function in the Finance Department. Candidates with a background and interest in local government budgeting and financial management are strongly encouraged to apply. This position assists the Finance Department, the City Manager's Office, and the City Council in the preparation, review, and administration of City operating and capital budgets. This includes review of departmental or agency budget submissions, preparing reports and analytical data, liaison with staff in other departments on budget matters, monitoring financial activity throughout the year, and preparation/presentation of budget related documents to City Council.

Requires a Bachelor's degree with one to three years' experience in financial management preferably in local government. This position requires high-level analytical thinking, excellent attention to detail, and strong problem solving skills. Experience in with Tyler Munis software a plus. This position has potential for promotion to Budget Manager based on experience and success in working with the City's budget process.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#).

The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

While the position is open until filled, completed City Applications should be submitted before the close of business on **August 23, 2024**. Driving record, credit, and criminal background checks required.

Applications may be found at <https://www.fredericksburgva.gov/Employment>. Additional information may be found on the City's web page: [www.fredericksburgva.gov](http://www.fredericksburgva.gov)

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