



Prince George County, Virginia
Manager VI, Budget

SALARY	\$69,842.00 - \$111,747.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	MVIB062024
DEPARTMENT	Finance	OPENING DATE	05/29/2024
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified candidates for the position of Manager VI, Budget. This position will be responsible for assisting department / agency directors in developing annual budgets that coincide with and support the County’s Strategic Plan and individual results-driven and customer-focused Department / Agency Strategic Plans, producing the County’s annual budget document for submission to GFOA for Excellence Award.

Click [here \(Download PDF reader\)](#) for the complete job description.

Qualification Requirements

Thorough knowledge of basic operating and capital government budgeting and strategic planning with the ability to work with other people from all departments. Skill progression of learning and following routine financial and clerical procedures. Ability to exercise sound judgment and discretion. Ability to use basic office machines as adding machines, scanners, copiers. Advanced knowledge of and ability to use Microsoft suite (Excel, Word and Power Point) is a must. Must have customer service skills to work with employees of all levels and the public. Requires excellent written and verbal communication skills to convey complicated information throughout the organization and community. Must possess excellent project management skills.

Special Requirements

Bachelor’s Degree in business administration, finance, public administration or a related field preferred, and experience in budgeting, strategic planning and budget-to-actual reporting or an equivalent combination of education, training, and experience. Attendance of evening meetings is required for this position.

Additional Information

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Agency

Address

Prince George County, Virginia

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

Manager VI, Budget Supplemental Questionnaire

***QUESTION 1**

Do you have at least three years of experience in governmental budgeting?

- Yes
- No

***QUESTION 2**

Do you have experience in performance-based budgeting?

- Yes
- No

***QUESTION 3**

Do you have intermediate to advanced Microsoft Excel skills?

- Yes
- No

***QUESTION 4**

Are you able to attend and participate in evening Board, Budget, and Capital Improvement Plan meetings? This is required for this position.

- Yes
- No

* Required Question