

Management Analyst II

The City of Alexandria's Finance Department is looking for a smart, curious, detail-oriented Management Analyst II to join our team.

As a member of the Administrative Services Division, the Management Analyst II supports all Finance Department operations, with specific responsibility for assisting with the department's budget preparation and management, human resources administration, and the administration of the financial modules of the City's enterprise resource planning (ERP) system, Munis. This is complex, diverse, and challenging work that is critical to the success of the department and the City. This work is performed under the supervision of the Administrative Services Division Chief.

The ideal candidate will be knowledgeable about principles and practices of public administration; knowledgeable of local government finance and human resource practices; skilled in establishing and maintaining effective working relationships with coworkers at all levels of the organization and with the public; skilled in communicating clearly and effectively, both verbally and in writing; able to think critically and strategically; able to collect, analyze, and prepare data to make logical, well-supported recommendations; able to interpret policies and assess operations; passionate about public service; and eager to learn.

Individuals interested should submit their application through the job posting at GovernmentJobs.com before the closing date. Questions about this position may be directed to Chaz Offenburg at chaz.offenburg@alexandriava.gov.

Application Link: <https://www.governmentjobs.com/careers/alexandria/jobs/1737342-0/management-analyst-ii>

Deadline: Wednesday, May 31, 2017 at 11:59pm.