

County of Grundy Job Posting



Job Title: Finance Analyst
Department: County Administration
Reports To: County Administrator
FLSA Status: Full-Time / 40 hrs. wk. / Exempt
Salary Range: \$60,000 - \$80,000
Applications Accepted: Posted until filled

SUMMARY

Under general direction of the County Administrator, is responsible for planning, organizing and administering a comprehensive program to optimize the County's financial priorities and goals, communicating fiscal operations of Grundy County and providing budgetary and fiscal information and guidance for the Administrator and County Board. This position partners with the County Treasurer, other Elected Officials and Department Heads on financial issues to assist in budget preparation, budget completion, and grant writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the preparation and completion of the County's budget.
- Assist the County Administrator in the management of the County budget; oversee trends in revenue and expenditures of County funds; produce and deliver budget reports; assist in budget projections.
- Oversee and review all expenditures of awarded grant funds.
- Analyze, consolidate and interpret financial data.
- Assist in the review of all funding requests during budget preparation.
- Monitor the budget and spending throughout the year.
- Review and forecast future financial needs.
- Develop a comprehensive financial plan with the County Administrator.
- Monitor and analyze revenue and expenditures for all County accounts.
- Ensures the availability of funds for payment of bills.
- Research revenue and expenditure data for variance and future trends.
- Update graphical presentations of revenues and expenditures activity.
- Work with Department Heads or their designees to understand business fluctuations that may impact financial results.
- Design and produce reports at the request of the County Administrator or the County Board.
- Act as a finance lead on technology initiatives.
- Implement internal controls to insure that County assets are adequately safeguarded.
- Set up procedures to maximize efficiency and cost savings.
- Ensure quality standards and compliance with regulations.
- Establish and maintain a good liaison with other agencies, departments, administration and outside contacts.
- Perform special assignments as requested to include researching and preparing reports and projects and presenting technical data to management and County Board.
- Maintain and upgrade professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.
- Become proficient in the use of County software
- Regularly attend County Finance Committee meetings and other committee or County Board meetings as requested.
- Responsible for maintaining and facilitating the GATA act for the County.
- Other duties as assigned.

To perform successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Dedicated to serving the employees and the Board.
- Possesses a knowledge of Generally Accepted Accounting Principles.
- Possesses an understanding of practices and regulations that apply to accounting, budgeting, purchasing, and revenue collections.
- Excellent oral and written communications skills.
- Detail-oriented, able to work in a fast-paced environment.
- Able to prioritize.
- Able to deliver effective results, meet tight deadlines and, at times, operate under pressure.
- Effective problem-solving skills.
- Possesses a high level of accuracy.
- Possesses a desire to learn and improve.
- Provides the utmost level of confidentiality, professionalism, tact, diplomacy, and courtesy.
- Sensitive to confidential matters and protecting the security of information, data and files.
- Proficient in Microsoft Excel, Word, Outlook, and Internet Explorer. Able to create spreadsheets and use formulas. Able to enter data into a database, maintain the data, and generate reports.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance or related field.
- Computer and internet proficiency
- Demonstrates strong organizational skills

PREFERRED QUALIFICATIONS:

- MBA
- 3-5 years of experience in governmental accounting.
- Proficient in creating complex spreadsheets and databases.
- Proficient in generally accepted accounting and finance terminology, compliance, and procedures.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, sit, reach, climb, balance, stoop, kneel, talk, see, or hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is generally in an office setting with occasional visits to other locations. The noise level in the work environment is usually quiet.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. *Send resume and salary requirements to HR@grundyco.org with "Finance Analyst" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.*

No phone calls please.