

NOTICE OF VACANCY

Stark County Job & Family Services

Fiscal Analyst



SUMMARY

Develops, interprets, and implements complex financial and accounting concepts, or techniques for financial planning and control.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (The functions listed below are intended to depict general job assignments, abilities and responsibilities required of this position. Other duties as assigned.)

Conducts special studies to analyze complex financial actions and prepares recommendations for policy, procedure, control, or action.

Provides interpretation and application of financial policies, governmental legislation, and changes in state or federal accounting guidelines.

Analyzes financial information to determine present and future financial performance.

Identifies trends and recommends improvements accordingly.

Reviews monthly divisional financial statements.

Prepares financial reports and analyses in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, and cash flow projections.

Establishes databases of pertinent information for use in analyzing future planning and forecasts.

Makes recommendations to management regarding cost saving or profit generating opportunities and profitability improvement strategies.

Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations regarding financial plans, new grant planning, government requirements, and operating forecasts.

Assists Deputy Director, Finance in the development of the budget, planning, and other financial requirements.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, the employee must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made for individuals with disabilities.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university.

CERTIFICATES OR LICENSES:

Must possess a valid State of Ohio driver's license at all times. Must possess auto insurance in accordance with ORC 4509.51 at all times.

COMPUTER EXPERTISE REQUIRED / EQUIPMENT OPERATED:

Must have knowledge Microsoft Office program, accounting software, inventory/order processing, as well as knowledge of state/county computer systems.

To apply, please access the agency's website at www.starkjfs.org An online application can be found under the Careers link. Applicants have the ability to upload a letter of interest and current resume.

We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

NO PHONE CALLS WILL BE ACCEPTED