



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Analyst

LOCATION: Finance

HIRING RANGE: \$67,478 - \$74,394/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *December 2022*

POSITION TITLE: Financial Analyst

DEPARTMENT: Finance

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Performs various accounting functions of the county including grant accounting, fixed asset accounting, and performs cash audits, internal audits, procedural audits and fixed asset audits.

ESSENTIAL FUNCTIONS:

1. Maintains grant accounting for all departments. Reviews all grant submissions for departments. Tracks grants in the financial software and in the grant agency websites. Researches new grants for county departments. Prepares field work for Single Audit.
2. Reconciles the fixed asset accounting for all departments. Tracks capital projects and capital outlay projects that extend over a period of time. Periodically performs fixed asset inventory audits on sites.
3. Performs various cash audits and internal audits of cash handling departments within the county.

ADDITIONAL ESSENTIAL DUTIES:

1. Prepares all necessary reports for financial data to the County Board.
2. Compiles and analyzes all relevant grant information and prepares the Annual Report on Federal and State Financial Assistance. Continually analyzes and improves methods of accounting for this grant activity.
3. Assists with updating the Financial Policies & Procedures Manual.
4. Will assist as the intermediary between the Finance Department, Finance personnel at other divisions and the treasurer's office.
5. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Assistant Finance Director.
2. Works with all Finance Department staff, all department heads, and department accounting personnel.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
2. Two or more years' experience in governmental general accounting.
3. A combination of education, training, and experience sufficient to demonstrate the skills necessary to perform the duties of the position may be considered in place of specific degree or experience requirements.
4. Current valid Wisconsin driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of principles and procedures of governmental accounting and budgeting.
2. Ability to apply established principles, theories, techniques and methodology to a variety of financial matters.
3. A demonstrated understanding of the grants, fixed assets, and audits.
4. Ability to establish and maintain effective working relationships with others.
5. Strong written and verbal communication skills including listening skills.
6. Computer skills including facility with Microsoft Office and Outlook applications and ability to learn and use governmental accounting software.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations and off-site training locations.