



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Management Analyst

LOCATION: Finance

HIRING RANGE: \$65,576 - \$72,862/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 November 2023

POSITION TITLE: Management Analyst

DEPARTMENT: Finance

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Provides administrative, grant, work-flow support to assigned departmental projects and programs. Analyzes programmatic practices, procedures and controls making recommendations for organizational, operational, policy, and procedural improvements. Fosters cooperative working relationships among departments especially concentrating as a grant facilitator and CHEMS (highway accounting) expert.

ESSENTIAL FUNCTIONS:

1. Grant facilitator for Winnebago County. Work with all the grant writers for the county and develop a process to research, process and follow up. Maintains grant accounting for all departments including the preparation of the Schedule of Grants for the Single Audit.
2. Finance coordinator for all accounting activities for the Government activities for Winnebago County. Also, the coordinator with the highway department for General Ledger and CHEMS accounting interface.

3. Conducts a variety of analytical and operational studies regarding departmental and programmatic activities such as procedural, and operational issues. Identifies alternatives making recommendations along with assisting with the implementation of changes. Prepares comprehensive policy and procedure manuals and technical records and reports.

ADDITIONAL ESSENTIAL DUTIES:

1. Perform responsible and difficult administrative and analytical work involving the use of independent judgment and personal initiative.
2. Understand the organization and operation of the assigned department and of outside agencies as necessary to successfully complete assigned responsibilities.
3. Interpret, explain, and apply Federal, State and local rules, regulation, policies and procedures.
4. Research, create and implement programs and services within assigned Department/Division.
5. Plan, organize and prioritize projects and tasks in order to meet strict deadlines and adjust to changing priorities.
6. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

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

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or a related field preferred.
2. Three or more years' experience in governmental general accounting and public administration.
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, budgeting, public administration, internal controls.
2. Ability to apply established principles, theories, techniques and methodology to a variety of financial matters.
3. A demonstrated understanding of the grants, accounting and team management
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 Microsoft Office, Outlook, Excel, Teams, applications and ability to learn and use governmental accounting software. (Tyler Technology or know as Enterprise ERP or Munis)

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.