

# COUNTY OF GLENN



## Fiscal Analyst I Department of Finance

**Deadline to Apply: Friday, February 2, 2024**

**COMPENSATION:** \$25.15 - \$30.57 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

**Applications must include :**

- |                                       |                |
|---------------------------------------|----------------|
| - Glenn County Employment Application | - Resume       |
| - Transcripts and/or Certificates     | - Cover Letter |

The Fiscal Analyst I position performs varied and complex professional accounting and financial activities; fiscal and contract management; fiscal analysis and compliance; prepares analytical, narrative, statistical, accounting, and financial reports. The position is located at the Auditor-Controller Division at the Department of Finance and is scheduled for forty (40) hours per week.

**THE IDEAL CANDIDATE**

The ideal candidate will have knowledge of basic principles, practices, and theories of accounting; and the ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations.

**JOB DUTIES**

- Prepares reports and analysis on accounting activities relating to funds, grants, and programs.
- Prepares various financial statements including worksheets, balance sheets, income statements, statements of cash flow, adjusting and closing balance sheets, depreciation schedules, allocation schedules, and cost reports.
- Reconciles accounts.
- Compiles and analyzes data.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

Some professional level of accounting or fiscal analytical experience is desirable.

### **EDUCATION:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

**Substitution:** Additional progressively responsible experience in accounting or financial analysis may be substituted for the required education.

**LICENSE:** Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out the job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, February 2, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.