



# COUNTY OF GLENN



Is recruiting for a

## FISCAL ANALYST I/II—CAD

### DEADLINE TO APPLY

**Friday, May 27th, 2022**

### COMPENSATION

**I - \$23.45 - \$28.51 Per Hour**

**II - \$25.65 - \$31.19 Per Hour**

New employees should anticipate being hired at the beginning of the salary range.

Plus an excellent benefits package:

General Unit Summary of Benefits

Mid Managers Association  
Summary of Benefits

### THE SELECTION PROCESS

Candidates must submit a completed job application, Resume and Cover Letter. 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 Public Service employee (PSE) temporary (limited benefits).

### THE POSITION

The Fiscal Analyst I/II position at the Glenn County Community Action Department, performs varied and complex professional accounting and financial analysis work relating to various grants and programs; fiscal and contract management; fiscal program analysis and compliance; prepares analytical, narrative, statistical, accounting and financial reports; develops and monitors budgets; prepares financial statements and reports, and related duties as assigned. Fiscal Analyst I is the entry-level classification in the series; incumbents in this class work under supervision. Fiscal Analyst II is the journey-level classification in the series and is distinguished from the Fiscal Analyst I by the responsibility and working independently with minimal supervision. This position is full-time and scheduled for forty (40) hours per week.

### THE IDEAL CANDIDATE

The ideal candidate will have knowledge of advanced principles and practices and theories of accounting.

### WHAT YOU'LL DO

- Provides information for and prepares periodic accounting, fiscal reports, and analysis to internal units, federal, state, and local agencies and/or to private auditing firms as required by governing agencies.
- 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.
- Monitors the status of various grants including analyzing the availability of funds, reviewing expenditures, and ensuring that activities comply with grant regulations.
- Participates in budget development and administration for a variety of department budgets; prepares cost estimates for budget recommendations; monitors and controls expenditures.
- Performs research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.

A complete job description and list of duties can be found at [www.countyofglenn.net](http://www.countyofglenn.net)

**About Glenn County** Glenn County has a population of 28,122 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.

## ARE WE A MATCH?

- You are able to analyze and evaluate accounting and auditing problems.
- You have knowledge of methods and procedures of governmental budget preparation and control.
- You are able to analyze and make effective recommendations regarding financial and accounting procedures.
- You are able to perform budget, grant, contract analysis, preparation and monitoring.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

**I** - Some professional level accounting or fiscal analytical experience is desirable.

**II** - At least one (1) year of professional level accounting experience as Fiscal Analyst I in Glenn County, or Two (2) years of professional accounting or fiscal analytical experience in a private or public entity.

Incumbents do not automatically promote to Fiscal Analyst II.

**AND**

### **EDUCATION:**

**I/II** - 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 on a year-for-year basis up to a maximum of two years.

## 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, May 27, 2022.

This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates
- Résumé
- Cover Letter

- 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.