



## **Employment Opportunity**

Financial Analyst - Bureau of Accounting

\$28.06 hourly salary (Grade C14)

40 hour salary exempt position with full benefit package

***Apply By: Tuesday, May 21, 2019 @ 5:00 p.m.***

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**GENERAL RESPONSIBILITIES** Analyzes information and prepares documents and reports in accordance with Federal, State and local laws; is responsible for preparation of the County's Comprehensive Annual Financial Report and the Preliminary and Official Bond Offering Statements; performs reviews of water and sewer, impact, and landfill fees to develop appropriate rates.

**ESSENTIAL TASKS** include the following; other duties may be assigned

1. Perform supervisory responsibilities in accordance with the current Carroll County Personnel Ordinance, County policies and applicable laws
2. Conduct studies to analyze complex financial actions and prepare recommendations
3. Analyze information to prepare schedules, exhibits, statistical data and reports
4. Analyze investment data and bond expenditures
5. Work with the County's Financial Advisor and Bond Counsel to issue general obligation bonds used to finance capital projects and tracks capital expenditures related to the various projects
6. Work with outside auditors
7. Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations regarding financial plans, acquisition activity, trended future requirements, and operating forecasts
8. Perform various accounting and record keeping functions
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations
11. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in Finance, Economics, Accounting or related field
2. MBA or CPA preferred
3. Three years experience in finance or accounting, including one year as a financial analyst and two years supervisory experience

A comparable amount of training and experience may be substituted for the minimum qualifications.

A Carroll County Government job application is required for this position

**Apply on-line: [ccgovernment.carr.org](http://ccgovernment.carr.org)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 4/30/19**  
**(19-103)**

**Carroll County is an equal opportunity employer**

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.