

Town of Smithfield Position Announcement

Financial Analyst

Agency: Office of the Town Treasurer

Deadline: Friday, February 10, 2012 by 5:00 p.m.

Job Description/Responsibilities:

The Town of Smithfield in Isle of Wight County is seeking qualified candidates for the newly established full-time position of Financial Analyst. This position will report directly to the Town Treasurer and will be a business partner responsible for monitoring the financial and non-financial performance under their responsibility and for providing reliable and timely information and analysis to town leaders to guide them in the decision making process. Smithfield is a historic waterfront community (population 8,089) located within the Hampton Roads metropolitan region.

Essential functions will include: month end closing and reporting; providing financial support to the business units; supporting the annual budgeting and forecasting processes; defining and developing key performance indicators; analyzing and interpreting financial and operational performance, and tracking key operational objectives and strategic initiatives to improve the efficiency and cost effectiveness of the business units; verifying certain inventory items for costing purposes; tracking and maintaining the fixed asset system; preparation of bank reconciliations; preparing monthly reconciliations and monitoring project accounting.

Compensation:

The salary range is \$45,726 - \$70,875, with the starting salary dependent on qualifications, plus benefits.

Desired Qualifications:

Degree in business administration, finance or equivalent field and at least three years experience in accounting department in a municipality environment; strong knowledge of Excel; accounting designation and strong business acumen; strong analytical skills, highly organized and efficient; ability to clearly communicate and highly motivated.

How to Apply:

Qualified and interested candidates must submit a cover letter, resume, salary history and references electronically via email to Town Treasurer Ellen D. Minga at the following email address: eminga@smithfieldva.gov, no later than 5:00 p.m. on Friday, February 10, 2012. Please request an electronic confirmation of receipt.

A Town of Smithfield employment application will need to be completed by short list candidates prior to interview. Background check and other evaluations deemed appropriate will be applied. The Town of Smithfield is an Equal Opportunity and Drug Free Workplace Employer. The full job description for this position is available for viewing on the Town of Smithfield website: www.smithfieldva.gov.