



BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

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| Title | FINANCIAL ANALYST |
| Department | County Administration – Fiscal Management |
| Location | 122 East Main Street, Bedford VA |
| Hours | 8:30 am – 5:00 pm, Monday - Friday |
| Description | <p>The Financial Analyst supports business operations by performing and/or managing a variety of accounting functions, such as accounts payable, capital asset and/or capital project maintenance, grant monitoring, general ledger maintenance, financial reporting, payroll, account reconciliations, and purchasing card reconciliations. Provides counsel and advice to county departments on a variety of financial questions and performs research / analyses as required to do so. Ensures transparency / accountability by assisting in the preparation of financial reports. Assists with the budget development process, including securing and analyzing justification for departmental expenditures, preparing revenue projections, and working with departments on financial issues such as budget transfers and justifications. Supervises staff in assigned area, including selection recommendations, training, assigning work and reviewing/analyzing performance.</p> |
| Minimum Requirements | <ul style="list-style-type: none">• Graduation from an accredited college / university with a bachelor's degree in finance, accounting, or closely related field and a minimum of two to five years' experience, preferably in government, or an equivalent combination of education, experience, and/or training sufficient to demonstrate the necessary knowledge, skills, and abilities.• Thorough knowledge of the theory, principles, and practices of accounting; general knowledge of accounting principles specifically related to governmental accounting; ability to analyze and interpret financial data in order to solve complex accounting problems; ability to express ideas clearly and concisely, orally and in writing; ability to take direction and offer technical advice in the field of accounting.• Highly organized with ability to multi-task and complete high volume work assignments within tight time constraints with accuracy and attention to detail. Ability to read and comprehend instructions and correspondence. Proficiency in business English and spelling. Proficiency in the use of MS Office applications, including advanced word processing, spreadsheet, and graphics applications with accuracy and reasonable rate of speed. Ability to comprehend county, state, and federal policies, procedures and programs.• Strong interpersonal / communication skills. Ability to work cooperatively in a diverse team and / or independently. Ability to establish / maintain effective working relationships with employees, county officials, vendors, external auditors and the public. Strong quality and service minded.• Demonstrated experience in supervisory responsibilities with ability to plan, organize, and direct the work of subordinate employees. |
| Preferred Experience | <ul style="list-style-type: none">• Advanced degree in Accounting• Certified Public Accountant <p>Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment. EOE / ADA / Minorities / Females / Vets</p> |
| Hiring Range | \$ 43,120 - \$55,000 Actual salary dependent on qualifications and experience |
| Apply | Online: http://www.bedfordcountyva.gov/jobs Please provide cover letter, resume, and salary requirements. In Person: Bedford County Administration Building, 122 East Main Street, Suite 202, Bedford, VA 24523 |
| Date Posted | August 3, 2020 |
| Deadline | Open until filled |