



# MARION COUNTY

## Employment Opportunity

### Financial Specialist (Management Analyst 1)

### Community Services

**Recruitment #:** 655-2025-1

**Typical Work Schedule:** Monday – Friday, days (some flexibility, as needed)

**Salary Range:** \$30.07-\$40.30 Hourly

**Information about Marion County:** <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

#### THE POSITION

##### GENERAL STATEMENT OF DUTIES

Perform a variety of professional management tasks that have department-wide scope and impact, including program development, preparing, and analyzing project budgets, and analyzing contractual and administrative operations.

##### SUPERVISION RECEIVED

Work under the supervision of a department head or designee.

##### SUPERVISION EXERCISED

May provide leadership and direction to assigned support staff in relation to special projects or assignments.

#### MINIMUM REQUIREMENTS

##### EXPERIENCE AND TRAINING

1. Bachelor's degree in public or business administration, accounting, or a related field; AND
2. Two years of responsible experience which includes independent research, design and methodology, and management analysis; OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

##### SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position will be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday - Friday 8:00 a.m. - 5:00 p.m.

## JOB DUTIES

### Budget Support

Responsible for assisting in the development, implementation and monitoring of department budgets. Role includes performing detailed financial analysis, preparing budget reports, and ensuring that spending aligns with approved financial plans. Activities include:

- **Budget Preparation:** Supports the department director in conjunction with Community Services Office Manager and Program Managers, in preparation of the annual budgets for the department including support for the implementation of workflows. Performs data entry into the budget system and prepares forms, spreadsheets and other materials as needed. In absence of office manager, supports the development of budget narratives and presentations, prepares budget instructions to direct and inform budget processes.
- **Budget Management:** Assists in budget administration throughout the fiscal year including supporting the department director in ensuring departmental budgets are managed for accuracy, including reviewing monthly with director and managers, coordinating the process of supplemental budgets, and monitoring actual activity in relation to projections. Prepares and submits journal entries for the department as needed.
- Acts as the department liaison to the county finance department and serves as the department expert on county financial processes.

### Grants Financial Management

Supports the financial administration, compliance and reporting of grants and contracts. Role ensures effective fiscal oversight, budget monitoring, and financial reporting of awarded funds. Activities include:

- Work with program managers to support the coordination of financial aspects of grants throughout the full lifecycle, including budgeting, reporting, compliance and closeout.
- Run reports and work with program managers to prep grant reimbursement requests and financial reports to funders.
- Monitor grant expenditures to ensure compliance with funder guidelines and internal policies.
- Reconcile grant-related general ledger accounts and ensure accuracy of financial records.
- Coordinate with program staff to support budget development and proper fund utilization.
- Maintain a grants calendar to track reporting deadlines, disbursement schedules and renewals.
- Work with program managers to ensure compliance with federal, state and private grant regulations (e.g. 2 CFR Part 200 for federal funds)
- Participate in audits and prepare supporting documentation for grant-related financial review.
- Provide training and support to program staff regarding financial policies and grant procedures.



### Accounts Payable / Receivable

Responsible for managing the day-to-day financial transactions related to both payables and receivables. Ensures that all outgoing and incoming payments are accurately recorded, processed in a timely manner and comply with internal policies and accounting standards. Activities include:

- Creates, maintains, and implements work flow for the department, tracking status of accounts payable invoices, accounts receivables and ensuring timeliness of payments.
- Create standard Purchase Orders for department and back up contracts team to create contract Purchase Orders.
- Communicates with contracts team regarding spending limits and contract terms.
- Creates separate accounts receivable invoices as needed.
- Responds to customer inquiries.
- Provides backup on accounts receivable as needed.

### **Payroll Support**

Provides backup support to the Office Manager ensuring accurate and timely payroll processing. Activities include:

- Providing back-up auditing for bi-weekly time entry.
- In the absence of office manager, works with director and program managers to gather and review timesheets and payroll-related documentation for accuracy and completeness and submits in accordance with established processes and deadlines.

### **Customer Service**

Serves as backup to the front desk team during peak periods or staffing shortages.

### **Other Job Duties:**

Performs other job duties as assigned by your supervisor. Activities include:

- Complies with all community services, county and department policies and procedures.
- Uses technology tools, such as computers and other hardware, software programs as adopted by the county and the department.
- Provides backup and support to co-workers.
- Provides training to co-workers as requested.
- Maintains an acceptable driving record and valid driver's license. Willing and able to drive a motor vehicle to provide services, perform duties outlined in EJJ and/or to attend training and meetings.

## **HOW TO APPLY**

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRRecruitment@co.marion.or.us](mailto:HRRRecruitment@co.marion.or.us)

## **KNOWLEDGE, SKILLS AND ABILITY**

Knowledge of the principles and practices of public administration and of the principles of sound organization and management; financial principles and practices in local government, and of budget preparation and administration techniques; organizational processes and design; the principles and practices of statistical analysis and data collection.

Ability to research and analyze issues and procedures; write clear and concise reports; ability to prepare a budget and to evaluate budgetary requests; conduct and evaluate surveys and special studies; prepare recommendations and to communicate effectively in both oral and written form; prepare and deliver oral

presentations; establish and maintain positive working relationships with coworkers and the public; lead, direct, and participate in training and evaluating personnel.

## COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

### *Benefits Include:*

#### Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program
- ✓ Additional Voluntary Term Life Insurance - Employee-Paid
- ✓ Additional Short-Term Life Insurance – Employee-Paid

#### Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution.

#### Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 9 holidays
- ✓ 2 personal holidays

