

Financial Analyst

\$47,424 / year or higher DOQ + [Full-Time County Benefits](#).

James City County Treasurer's Office seeks an individual to perform responsible work gathering, researching, maintaining, and analyzing complex financial and other data, and supervising and managing assigned staff.

Responsibilities:

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work and related activities; provides backup as needed to assigned staff.
- Gathers accurate information on present financial situation, forecasts revenues using various methods; provides regular reporting updates on projections.
- Analyzes data; develops and implements analysis projects; compiles data and prepares financial and other reports that analyze cash flows for the county, payment types and volumes, credit card payment costs, and workload information.
- Serves as team leader for business process improvements for new or improved system functionality; evaluates system capability and assists with implementing process improvements.
- Balances, prepares, and posts daily collections.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in accounting, business administration, economics, statistics, finance, or a related field and some experience in accounting; experience in investments, developing cash flow and other financial management reports preferred.
- Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Must possess or be able to obtain within three (3) years of employment a Master Governmental Deputy Treasurer certification.
- Thorough knowledge of Generally Accepted Accounting Principles (GAAP); principles, methods and practices of accounting, ledger recording, balancing and financial systems; applicable accounting systems and microcomputer software packages; knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Extremely strong skill in the use of computer software, especially Microsoft Office Suite and Excel; organization and attention to detail.
- Strong ability to analyze data and prepare statements and reports; communicate effectively, both orally and in writing; handle issues based on state and county tax related codes and ordinances.

Accepting applications until 11:59pm EST on 12/19/2018 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>