



HAYS COUNTY JOB POSTING

Job Title	Financial Analyst II	Job Number	606-0020-062618
Department Head	Auditor	Date Open	June 26, 2018
Salary Range Minimum	\$4,159.40 - \$4,679.33 Monthly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.barrios@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.barrios@co.hays.tx.us

Education and/or Experience

- Requires bachelor's degree in Accounting, Finance, Business Administration or closely related area.
- Requires three years' experience in fund, public, or governmental accounting.

Other Qualifications, Certificates, Licenses, Registrations

- Certified Public Accountant, Certified Management Accountant, or Certified Government Financial Manager (CGFM) desired

Required Skills

- Professional skill in directing and participating in the various accounting activities.
- Professional skill in following County fiscal policy and procedures.
- Professional skill in maintaining accounting records and report preparation.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.
- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to governmental accounting and budget issues.
- Professional skill in documenting, reading, understanding and maintaining account ledgers and documents.
- Exceptional skill in reviewing and correcting the work of others.
- Exceptional project management skills.
- General supervisory skills.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General computer skills.
- General organizational skills.
- General skill in keeping others informed
- General skill in identifying problems and developing solutions.
- General listening skills.
- General skill in planning, assigning and coordinating activities.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Summary

Under general supervision, the Financial Analyst II performs professional financial and budgetary analysis of all County accounts and funds in accordance with Federal, State, and Local Government laws and policies, Generally Accepted Accounting Principles (GAAP), and county policies and procedures. The Financial Analyst II collects, analyzes, researches, documents, and interprets, audits and reports financial data. The work involves treating a variety of problems, questions, or situations in conformance with established criteria. The work product affects the design, or operation of the County's financial management and budget. This position affects the economic wellbeing of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.