

JOB POSTING

DATE:	January 15, 2019
TO:	All Eligible Candidates
FROM:	Victoria Fabella, Clerk of the Ulster County Legislature
JOB VACANCY:	Financial Analyst
LOCATION:	County Office Building 244 Fair Street, Kingston, NY 12401
SALARY:	Up to \$70,723 Annually
FILL DATE:	ASAP

The successful candidate will serve as a Financial Analyst, under the general direction of the Clerk of the Legislature and Chair of the Legislature, assisting in carrying out the mission of the Legislative Branch of Ulster County Government as established in the County Charter. The Financial Analyst is a team player who successfully manages competing priorities while routinely:

- Analyses departmental revenues and expenditures and prepares reports, including multiyear analytics, to provide budget forecasts;
- Compiles quarterly summary reports of departmental spending and capital project tracking;
- Conducts analytical reviews of variance between actual and budgeted expenditures and provides superiors with information to make informed decisions;
- Maintains contact with Legislators to discuss budgeting procedures, fund balances and the allocation of monies in departmental accounts;
- Assist Legislators in defining budgetary goals and objectives by analyzing existing policies and providing recommendations based on findings;
- Meets regularly with elected officials to further the Legislature's policy agenda;
- Carries out special research projects, as assigned, relating to current public issues or County government: identifying issue, impact and interpretation which might influence the decision-making process;
- Participates in and/or prepares, develops and monitors the departmental annual budget;
- Assists in analyzing and evaluating financial reports, compiles materials needed for performance of audits, and performs routine data gathering;
- Communicates in various settings with the ability to simplify complex issues;
- Generates creative ideas to improve reporting performance;
- Miscellaneous responsibilities may include, but not be limited to, clerking the Ways and Means Committee, managing Legislative travel expenses, coordinating Legislator reservations, registrations, car pool requests, invoicing and payment for conferences, ordering supplies and maintaining inventory.

A successful candidate should demonstrate thorough knowledge of the principles and procedures of municipal accounting and auditing; public finance and revenue collection, public administration, and public budgeting. Candidates must possess extreme organization, analytical and investigative mindset, have sharp eye for detail, and aptitude for technology. Occasional evening work will be required. Appointment to this position is by the Clerk of the Legislature. The incumbent shall serve at the pleasure of the Chair of the Legislature and the Clerk of the Legislature. Ulster County complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All Employees are asked to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (INS Form I-9).

Minimum training and experience: Either:

- A. Bachelor's Degree in Business or Public Administration, Finance, Accounting or a closely related field and two (2) years of municipal experience where the primary function of the position was budgeting, financial auditing or financial planning; or
- B. Bachelor's Degree and 4 - 6 years of experience as stated in (A).
- C. CPA preferred

SUBSTITUTIONS: Satisfactory completion of 30 credits towards a Master's Degree in Business or Public Administration, Finance, Accounting or a closely related field may be substituted for each year of the required experience.

Email resume and cover letter to: vfab@co.ulster.ny.us

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.