



## POSITION AVAILABLE:

### Financial Analyst

POSTING DATE: Monday, June 21, 2021  
DEADLINE TO APPLY: Open until filled  
  
DEPARTMENT: Water Resources  
LOCATION: 8116 Infirmary Road Ravenna, OH  
  
SALARY: \$20.11 - \$24.53/hour  
FLSA STATUS: Classified, Non-exempt

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#### MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting, public administration, business administration or related field from an accredited college or university. Five years of direct or related public utility financial analysis. An equivalent combination of education and experience may be substituted for the degree.

#### EXAMPLE OF DUTIES:

Serve as a Water Resource staff member for financial and budget purposes. Enter data into the County's financial records, as needed. Analyze budgetary data and account line balance status reporting results from the analyses. Develop financial reports to assist the Water Resources Director in the budget and financial management of the Department. Perform special financial analysis research tasks. Develop historical financial records for the Department including revenues and expenses. Maintain and performs complex computer spreadsheets, including linking spreadsheets and other databases. Prepare correspondence and reports. Assist Construction Engineer with Project cost accounting. Monitor Project budgets and financial records

#### Critical Skills/Expertise:

Knowledge of the principles and practices of governmental utility budgeting and reporting. Knowledge of modern research and statistical analysis. Knowledge of spreadsheet programs for personal computers. Ability to communicate effectively regarding public utility financial data in oral, written and presentation formats. Ability to work independently and to exercise acute judgment. Ability to keep the Office Manager and Director apprised of critical issues. Ability to manage workload within required timeframes. Ability to work effectively with a variety of Department personnel. Ability to interpret and analyze financial information and to develop effective, concise, management reports and statements. Ability to manage multiple assignments over extended time periods of activity and inactivity. Ability to maintain multiple archived historical data files and retrieve data as requested placing information in a usable format for intended current purpose.

For full job description, click [HERE](#).

#### HOW TO APPLY:

- THE COUNTY APPLICATION FORM IS REQUIRED WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266

EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)