

**THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL- TIME EMPLOYMENT OPPORTUNITY: **Financial Analyst - Internal/External****

**General Summary:** Under the general supervision of the Director of Neighborhood and Economic Operations, performs complex accounting activities involving a high level of responsibility associated with budgeting, cost accounting, internal auditing and a variety of federal, state and other programs and grants (such as the Community Development Block Grant).

**Physical Demands:** While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports. The typical work environment of this job is a business office setting where the noise level is moderate.

**Eligibility Requirements:** A four (4) year college degree in accounting and two (2) or more years of experience related specifically to accounting procedures and budget preparation, or the equivalent combination of job-related education and experience. Considerable knowledge of accounting procedures, cost accounting, general ledger maintenance, and reconciling accounts. Experience performing research, analyzing data, and preparing reports. Knowledge of the methods and approaches to fiscal management and personnel supervision. Basic knowledge of federal and state grant programs and related accounting requirements. Preference may be given to candidates with experience working with Community Development Block Grant and Home grant programs and/or experience with specialized financial systems and databases. Ability to perform mathematical computations with speed and accuracy. Ability to read, write, speak and understand the English language. Ability to work independently to initiate and implement accounting methods and procedures and exercise discretion related to the handling of confidential information. Due in part to the independence, the position requires someone who is very detail oriented. Ability to interact professionally and constructively with other financial professionals, administrators, other employees, elected officials and the general public. City employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the City. City employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

**Grade/Salary:** Grade 10 / \$49,513 – \$69,363 **Benefit**

**Package Including:**

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

**Date Posted: May 3, 2019**

**Application Deadline: June 3, 2019 5:00PM**

**To Apply:**

- Job applications can be obtained from the Human Resources Division or downloaded from [www.cityofjackson.org](http://www.cityofjackson.org)
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

City of Jackson  
Human Resources Division  
161 W Michigan Ave Jackson, MI 49201  
**\*\* EQUAL OPPORTUNITY EMPLOYER \*\***