



## NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY

Invites Applications for the Position of:

### FINANCIAL MANAGEMENT ANALYST

\$5,881 to \$7,150 Monthly

Plus a comprehensive benefits package including health, dental, life, disability, and CalPERS retirement plan, employee paid. (2% at 62 for new members or 2.5% at 55 for classic members).

#### THE POSITION:

Under general direction of the JPA Administrator, the Financial Management Analyst shall provide accounting and financial support to the JPA management. Including daily accounting functions, annual budget, analysis of quarterly financial results, payroll, benefits, and special projects.

#### MAJOR

##### RESPONSIBILITIES:

- Manage daily accounting functions including, accounts receivable, accounts payable, purchasing, fixed assets, general ledger, cash flow, investment portfolio, grant accounting and debt and special funds accounting.
- Prepare the annual budget.
- Prepare and analyze quarterly financials, including results as compared to the budget.
- Maintain, process and report on all payroll and benefits information for the JPA including maintain personnel records, personnel leave credits, retirement and health insurance benefits, and CalPERS.
- Supervise and coordinate the JPAs annual audit.
- Prepare and manage Policies and Procedures.
- Coordinate the monthly JPA Chiefs meetings and quarterly Board of Directors meetings. Including but not limited to agenda, minutes, financial reports, and resolutions.
- Special projects as assigned.
- Must have a knowledge of pertinent Federal, State and local laws, codes and regulations commonly practiced by the JPA.
- Must be able to manage, direct, supervise, train, and evaluate staff based on current policies and procedures. Must utilize good judgment, flexibility, and sensitivity in response to changing situations and needs.

#### EDUCATION and/or EXPERIENCE:

- Bachelor's Degree in Accounting or Finance
- 5 years experience in Accounting, Finance, or equivalent.
- Governmental Accounting experience a plus.
- Advanced Microsoft Excel, Word and PowerPoint skills.
- Ability to think creatively, highly driven and self-motivated.
- Possesses valid class "C" California drivers license with proof of auto insurance and registration at time of appointment.
- Must be able to pass an extensive background check;
- Will be responsible for ongoing maintenance of all JPA business and financial files, correspondence and data, personnel salary and benefits data and the completion of assigned tasks in accordance with established schedules and quality standards. The highest level of confidentiality, tact, diplomacy, and courtesy is required at all times.

#### DESIRABLE

##### QUALIFICATIONS:

- A Masters degree in a related field is highly desirable.

#### WORK SCHEDULE:

This position has a forty-hour a week work schedule. The Candidate may be asked to work nights, weekends, and/or holidays for special projects. The candidate may also be asked to work emergency events and situations at any time.

**TO APPLY:** Applications available at [www.ncdjpa.org](http://www.ncdjpa.org), and please submit an application, supplemental questionnaire and resume to:

**North County Dispatch JPA  
Personnel Department  
P.O. Box 410  
Rancho Santa Fe, CA 92067**

**Completed applications and supplemental questionnaires will be accepted until 5:00 p.m., Friday, October 30, 2015.**

Resumes may be submitted, but not substituted for the application and supplemental questionnaire. Failure to submit a complete application and supplemental questionnaire will disqualify you from consideration. Applications must be signed. (Postmarks, faxes and interoffice mail will not be accepted.)

#### SELECTION

Applications, supplemental questionnaires and resumes will be reviewed to determine the most appropriately qualified candidates who will be invited to participate in the examination process which may include an assessment center. Any provision contained in this announcement may be modified or revoked without notice. The provisions of this announcement do not constitute an expressed or implied contract.

Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise the North County Dispatch JPA - Personnel Department, upon submittal of application. Documentation of the need for accommodation must accompany the request. The North County Dispatch JPA is an Equal Opportunity Employer (EOE).