



Invites your interest for the position of

Financial Analyst III

Salary Range: \$74,271 - \$107,642



THE OPPORTUNITY

San Elijo Joint Powers Authority (SEJPA) is a community centered organization focused on environmental sustainability. SEJPA fosters a fast paced and rewarding working environment with empowering work culture. In addition, SEJPA offers an attractive benefit package including work from home flexibility. This is a unique opportunity for accountants to expand their wings to other areas in the finance department.

Under general supervision of the Director of Finance and Administration, the Financial Analyst III performs timely and accurate accounting, financial analysis and research, and internal financial control duties associated with capital projects, special projects, grants, budget, accounts payable, accounts receivable, and purchasing. Prepares financial spreadsheets and written reports, provides general professional staff support to departments, and performs related duties as assigned.

Job Functions

- ◆ Support the Director of Finance and Administration in carrying out agency's Mission, Vision, and Values.
- ◆ Review, analyze, think strategically, and process a variety of data, invoices, payments, forms, applications, journal entries, and other related documents ensuring completeness, accuracy, and compliance with SEJPA policies.
- ◆ Assist with annual budget preparation and monthly spending analysis.
- ◆ Process and reconcile general ledger accounts.
- ◆ Perform year-end closing processes.
- ◆ Maintain and manage financial and administrative aspects of capital projects and grants management.
- ◆ Collect, compile, analyze, summarize, and present results and or/findings.
- ◆ Prepare a variety of detailed spreadsheets, reports, and correspondences related to projects.
- ◆ Knowledge of federal and state laws, rules, regulations, and ordinances pertaining to assigned tasks.
- ◆ Perform record management duties relating to assigned tasks.
- ◆ Obtain quotes and/or prepare solicitation documents for assigned projects including proposals, contracts/agreements, and established monitors timelines.
- ◆ Keeps all matters confidential.
- ◆ Other duties as assigned.

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Requirements and other Qualifications

- ◆ Generally accepted accounting principles and internal control practices.
- ◆ Research, statistical, and analytical methods.
- ◆ Highly organized and ability to prioritize and execute multiple projects and tasks.
- ◆ Coachable and possess growth-mindset.
- ◆ Diverse and critical thinker and open to positive and negative feedback.
- ◆ Ability to interact with the public, vendors, and other employees in a courteous, tactful, and diplomatic manner.
- ◆ Experience with accounting software.
- ◆ Knowledge of correct English usage, grammar, spelling, vocabulary and punctuation and general knowledge of business correspondence.
- ◆ Ability to type, format and print documents such as letters, memos, reports, graphs, tables, etc., using Microsoft Office and other Windows applications.
- ◆ Ability to perform complex arithmetical computations requiring a general understanding of and experience with computer and Microsoft Excel uses in the operation and maintenance of financial and administrative management functions.
- ◆ Ability to learn, interpret and apply administrative and departmental policies and remain within the SEJPA guidelines.
- ◆ Ability to establish and maintain cooperative working relationships in order to foster a team approach.
- ◆ Must provide proof of COVID-19 vaccination and comply with SEJPA COVID-19 policies and procedures, all of which may be amended from time to time.
- ◆ Expectation that work shift may include hours outside of normally scheduled days/hours.

Education and Experience

A Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Public/Business Administration, or a related field is required. Plus five years of increasingly responsible accounting experience which provides the required knowledge, skills and abilities.

APPLICATION PROCESS

To apply for this opportunity, please visit www.sejpa.org to download and complete an application. Please send a cover letter, resumé, and signed application by email to Abigail Schlenk at schlenka@sejpa.org. Questions regarding this opportunity, can also be sent by email to Abigail Schlenk. Applications will be accepted until the position is filled.

