**TARRANT COUNTY**

**JOB OPPORTUNITIES**

EQUAL OPPORTUNITY EMPLOYER

**TARRANT COUNTY HUMAN RESOURCES 100 E. WEATHERFORD FORT WORTH, TEXAS 76196**

Tarrant County requests that applicants who may need accommodations for a disability, in order to complete the application process, notify the Human Resources Department at least 24 hours in advance of the needed accommodations at (817) 884-3252.

Job Line Number: (817) 884-1188

Persons who are deaf and need information about Tarrant County job vacancies should call:

Relay Texas TDD 1-800-735-2989

# **FINANCIAL ANALYST II, Community Development JANUARY 25, 2021**

Grant Funded

**SALARY:** $2,125.22 - $2,337.74**/BIWEEKLY SALARY GRADE: 71**

**DEPARTMENT:** **COMMUNITY DEVELOPMENT** **CLOSING:** **02/03/2021 @ 11:59 P.M.**

**ESSENTIAL JOB FUNCTIONS:** Assists in preparing annual and revised budgets and submitting for approval. Assists in the financial administration of grant funds administered by the department. Monitors grant funds administered by the department. Maintains and reviews financial records of expenditures and receipts. Complies with federal reporting requirements. Reconciles GL and other accounts. Produces weekly, monthly, and/or annual reports and forms as needed and required. Completes special projects under specific direction of management. Performs outside monitoring of sub-recipients as needed and required. Performs all other related duties involved in the operation of the division as assigned or required.

**MINIMUM REQUIREMENTS: NOTE:** YOU MUST FILL OUT THE WORK HISTORY and EDUCATION SECTIONS OF APPLICATION TO SHOW YOU HAVE YEARS OF EXPERIENCE/EDUCATION AS REQUIRED BY HIRING DEPARTMENT OR BE DISQUALIFIED. TO APPLY, must have a **Bachelor's degree or higher**in accounting, finance or a related field + Three (3) full-time years of financial /accounting work experience OR TO APPLY, must have an **Associate's degree**in accounting, finance or a related field + Five (5) full-time years of financial /accounting work experience OR TO APPLY, must have a **High School Diploma or GED**+ Seven (7) full-time years of financial /accounting work experience. Demonstrated advance spreadsheet and word processing skills are required with software packages such as Microsoft Office Suite. Working knowledge of SAP and experience with federal grants and regulations, specifically HUD, preferred. Ability to flex between multiple tasks and grant programs as needed. Excellent verbal and written communication skills. Strong organizational and time management skills. **If hired, must provide proof of educational attainment at New Hire Processing or during the promotional process.**

**ON-LINE APPLICATION AVAILABLE AT** [**www.tarrantcounty.com**](http://www.tarrantcounty.com)

Note: *Tarrant County will conduct background checks on new hires that will include a criminal background check related to convictions and deferred adjudications in the past seven years and may include credit reports, motor vehicle records, employment records and educational attainment. A conviction or deferred adjudication is not an automatic bar to employment. Each case is considered individually.*

**PHYSICAL DEMANDS AND WORK ENVIRONMENT & OTHER REQUIREMENTS:** While performing the duties of this position, the incumbent is regularly required to stoop, bend, pull, sit, walk and push.Applicants must be able to perform the essential functions of this position without posing a direct threat to the health or safety of themselves or others.

**POSTING MAY CLOSE AT ANY TIME**