Job Title: Fiscal Analyst

JOB SUMMARY

The Fiscal Analyst oversees the policy/procedures for the different department and places controls to mitigate the risk for financial liability.

MAJOR DUTIES

Oversees the policy/procedures for the different departments and places controls to mitigate the risk for financial liability;
Leads, plans, and/or conducts the financial audits of assigned organizations or programs, and determines scope of investigation required;
Interprets auditing procedures;
Examines processes related to area of assignment;
Makes accurate accounting calculations;
Performs technical report writing assignments;
Prepares clear and accurate financial reports;

COMPETENCIES

Oral and written communication skills
Analytical skills
Skill in interpersonal relations and dealing with the public
Skill in the operation of computers and job related software programs
Ability to manage multiple projects within specified time frames
Decision making and problem solving skills

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, or Business Administration *and* Three (3) years budgeting, accounting, statistics, or other related experience

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.