

# COUNTY OF GLENN



## Fiscal Analyst I/II/III

### Community Action Division

**Deadline to Apply: Friday, May 16, 2025**

**COMPENSATION:** I: \$26.45- \$32.15 II: \$28.64-\$34.81 III: \$31.63-\$38.45 Per Hour

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**

**General Unit (Fiscal Analyst I) or Mid Managers (Fiscal Analyst II/III)**

**Applications must include :**

- |                                       |                |
|---------------------------------------|----------------|
| - Glenn County Employment Application | - Resume       |
| - Transcripts and/or Certificates     | - Cover Letter |

**Interview Date: Wednesday, May 28, 2025**

The Fiscal Analyst I/II/III position at the Glenn County Community Action Division performs varied and complex professional accounting and financial analysis work relating to various grants and programs; fiscal and contract management; fiscal program analysis and compliance; prepares analytical, narrative, statistical, accounting and financial reports; develops and monitors budgets; prepares financial statements and reports. The levels of the Fiscal Analyst series are distinguished by supervision levels and the varying degrees of complexity with the accounting and analytical work within the assigned department. This position is full-time and scheduled for forty (40) hours

#### **THE IDEAL CANDIDATE**

The ideal candidate will have knowledge of advanced principles, practices, and theories of accounting.

#### **JOB DUTIES**

- Provides information for and prepares periodic accounting, fiscal reports, and analysis to internal units, federal, state, and local agencies and/or to private auditing firms as required by governing agencies.
- Participates in the review, development and implementation of accounting systems and procedures.
- Prepares various financial statements including worksheets, balance sheets, income statements, statements of cash flow, adjusting and closing balance sheets, depreciation schedules, allocation schedules, and cost reports.
- Monitors the status of various grants including analyzing the availability of funds, reviewing expenditures, and ensuring that activities comply with grant regulations.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

**I** - Some professional level accounting or fiscal analytical experience is desirable. **II** - At least one (1) year of professional level accounting experience as Fiscal Analyst I in Glenn County, or Two (2) years of professional accounting or fiscal analytical experience in a private or public entity. **III** - At least one (1) year of professional level accounting experience as Fiscal Analyst II in Glenn County, or Three (3) years of professional accounting or fiscal analytical experience in a private or public entity. Incumbents do not automatically promote to Fiscal Analyst II or III.

### **EDUCATION:**

**I/II/III** - Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. Substitution: Additional progressively responsible experience in accounting or financial analysis may be substituted for the required education.

## **HOW TO APPLY**

A complete, original application must be filed for each position you are interested in applying for. Applications are available online at [www.calopps.org/county-of-glenn](http://www.calopps.org/county-of-glenn) or in person at the Glenn County Personnel Office at 525 W. Sycamore Street, Willows, CA 95988. You may contact the Personnel Department at (530) 934-6451 and request an application. Applications can be submitted online or in person no later than **Friday, May 16, 2025**.

## **IMPORTANT APPLICATION INFORMATION**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which will include a written practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits) and may be used to establish a list to fill future vacancies for the next twelve (12) months.

## **EXAMINATION INFORMATION**

The Practical Skills Examination is designed to elicit specific information regarding each candidate's knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Responses to the exam will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination to receive a score. In order to obtain a position on the eligible list, candidates must receive a minimum rating of 70% on the examination.

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.