

COUNTY OF GLENN



Fiscal Analyst I/II Department of Finance

Deadline to Apply: Friday, December 19, 2025

COMPENSATION: I: \$27.78-\$33.77 II: \$30.10 - \$36.60 per hour

Salary depends on experience and qualifications.

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

I- General Unit

II- Mid Managers

Applications must include:

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

Interview Date: **January 7 and January 8, 2026**

Fiscal Analyst I is the journey-level classification in the Fiscal Analyst series and is distinguished from the Fiscal Analyst I by the responsibility to perform the full range of duties typical of positions in the class series. The position is located at the Auditor-Controller Division at the Department of Finance and is scheduled for forty (40) hours per week.

THE IDEAL CANDIDATE

The ideal candidate will have knowledge of basic principles, practices, and theories of accounting; reason logically and critically. This position will focus on processing court collections and distributions, reviewing credit card payments, accounts payable, and processing property taxes distributions. The ideal candidate would need to be reliable, detail-oriented, and a quick learner in a fast-paced environment.

JOB DUTIES

- Reconciles accounts.
- Prepares journal entries for programs, grants and related accounts; posts entries to general ledger; reconciles balances; transfers funds and closes accounts as appropriate.
- Compiles and analyzes data.
- Performs research and statistical analyses on administrative, fiscal, personnel, and/or programmatic issues.
- 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.

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.

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. Incumbents do not automatically promote to Fiscal Analyst II.

EDUCATION:

I/II 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.

Additional progressively responsible experience in accounting or financial analysis may be substituted for the required education.

License: Valid California driver's license, Class C or higher.

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 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 until **5:00 PM on Friday, December 19, 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.