



FINANCIAL OFFICER **(Office of Inspector General)**

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 credit hours in Accounting, plus five years of professional accounting experience of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

DUTIES:

- Develops procedures and establishes financial controls to ensure the proper management of the department's operating funds.
- Assists in the annual budgetary processes by preparing analysis, forecasts and recommendations by compiling expenditure data and analyzing departmental budget appropriation requests.
- Prepares revenue estimates and projections and prepares justifications for new positions, equipment and non-personnel items
- Meets with department managers to discuss new or expanded programs and performs cost/benefit analyses to determine operational efficiencies
- Directs and monitors the preparation of purchase requisitions and the processing of invoices and ensures prompt payment
- Conducts financial analysis and identifies trends to recommend cost saving processes
- Prepares and reviews the accuracy of revenue collection, payroll costs and various financial reports
- Performs related duties as required.

ANNUAL SALARY: Range: \$70,272 – \$115,656 (annual increases first three years)
Starting: \$70,272; Post successful six-month review \$72,024