



MENTAL HEALTH &
DEVELOPMENTAL DISABILITIES CENTERS
HILL COUNTRY

Full Job Description

Starting Salary: \$60,000 to \$90,000 annually doe

FLSA: Exempt

Job Summary

The **Hill Country MHDD Centers** has an opening for a Financial Analyst. We are looking for individuals who want to work in a progressive, challenging, and team-oriented work environment that accelerates employee growth and recognizes performance. We offer a flexible work schedule and a Hybrid Work Environment. Applicant must reside or be willing to relocate to Kerr County or the surrounding area.

This position will report to the CFO of Hill Country MHDD Centers. Hill Country is a \$45 million local government organization with approximately 500 employees. We offer a competitive salary together with a stable work environment, no routine overnight travel, business casual dress attire, professional development, 12 paid holidays, vacation commensurate with experience, flexible start of workday, teleworking, excellent retirement benefits with an 8% match, and an extensive benefits package.

The Financial Analyst is under moderate supervision, performs professional financial duties using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. Collects, analyzes, researches, documents, interprets, audits and reports financial data. Prepares financial statements and standardized reports for activities, such as financial reporting, budgeting, revenue estimation, departmental and alternative payment performance.

Duties and Responsibilities

- Perform financial analysis, review transactions, reporting and budgeting. analyze division budget submissions and assists in development of the department's annual budget package.
- Oversee financial aspects of project budgets, capital assets and cash-flows.
- Prepares financial reports by preparing periodic internal and external financial documents, supporting schedules and financial reports. Research, compile, monitor, and analyze financial information and data.

- Conducts financial analysis by monitoring, reviewing and analyzing current and historical financial and budget information and interprets the results of financial analysis. Provides alternatives for consideration.
- Prepares budget reports by researching, compiling, monitoring and summarizing current and historical budget information and data. Monitors or assists in monitoring the departmental budget and reports on budget variances. Prepares budget adjustments, as required. Participates in preparing annual departmental budget submission.
- Assists in or develops and maintains computer spreadsheet models, databases and queries. Designs and maintains spreadsheets and databases to support departmental financial operations. Conducts project and division specific financial analysis. Prepares, updates and maintains monthly financial activity reports, spreadsheets and ledgers. Maintains financial data and records.
- Responds to financial inquiries from departmental management and staff, and the public. Provides technical assistance to Center staff in reviewing and assisting in maintaining position information, and other operations having financial implications.
- Assists in developing strategic and tactical financial plans. May assist in the development and implementation of departmental financial policies, procedures and strategies.
- Performs other job-related duties as assigned.

Minimum Requirements

Education and Experience:

Bachelor's degree in Finance, Accounting or a directly related field AND three (3) to five (5) years of increasingly responsible professional level financial analysis or accounting experience.

OR

Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:

Certified Public Accountant preferred.

Preferred:

Valid Texas Driver's License.

Knowledge of Local government code, GAAP, fund accounting and government and governmental accounting guidelines.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.

- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation, and monitoring.
- Computer skills include word processing, spreadsheets, databases and a variety of software packages.
- Automated and manual systems relating to assigned function.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Problem-solving and decision-making.
- Developing financial spreadsheets and financial trend analysis.
- Completing professional financial reports.
- Planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including presentations.

Ability to:

- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Analyze, calculate, forecast and interpret financial data and identify and correct errors.
- Establish and maintain effective working relationships with other Center employees, representatives of outside agencies and providers, and Center management.

Work Environment & Other Information

Physical requirements include the ability to lift/carry up to 10-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions.

Occasional travel for training, seminars and meetings, less than 5% annually.

Criminal Background Check, Driving Record, Education, and Employment History Check Required.