



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: FINANCIAL ANALYST** FINANCE DEPARTMENT

Join our team as the Financial Analyst at Rockingham County. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

#### **SCOPE OF POSITION:**

The Financial Analyst performs professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for County activities. This position will compile, process and maintain records for the treasury function and perform other financial processes, as directed, with minimal supervision.

#### **ESSENTIAL JOB FUNCTIONS:**

- Sets up and releases wire transfers and ACH transactions
- Reviews banking records for potential fraudulent activity and submits positive pay files
- Prepare, review and log revenue warrants, general ledger warrants and revenue accrual warrants
- Records fixed asset transactions and produces related reports
- Researches banking transactions and activity by third party administrators
- Primary point of contact for all banking partners
- Ensures that the County remains in compliance with applicable County, state and federal laws and policies that apply to the work performed
- Oversees the abandoned property process for the County
- Assists in payroll processing and budgetary reporting when needed

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelor's degree or equivalent experience
- Intermediate to advanced proficiency with Microsoft Office
- Proficiency in analyzing accounting spreadsheets
- Experience in banking and/or treasury management, preferred
- Experience with governmental accounting and accounting software, preferred

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**PAY RANGE:** \$20.74 - \$28.71 per hour, dependent upon experience

**STATUS/SHIFT:** Full Time / First Shift

**SUBMISSION REQUIREMENTS:** Employment application and resume required.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

#### ***Equal Employment Opportunity***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.