



KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

EMPLOYMENT OPPORTUNITY

Fiscal Management Analyst

September, 2017

LOCATION

Weyandt Building, 5 E. Reed Street, Dover, DE

CLOSING DATE: Tuesday, September 19, 2017

SALARY: \$47,892 / Year

DUTIES

The primary responsibilities of the Fiscal Management Analyst will involve recording accounting transactions in a proprietary accounting system (QuickBooks) for Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF) programs; monthly account reconciliation of administrative and loan transactions; monthly reconciliation of accounting transactions within a loan management system; reporting and resolving accounting discrepancies with staff; coordinating and providing information for Annual Audits and Federal Programmatic On-Site Reviews; preparation of proprietary financial statements; and reviewing, revising, and updating CWSRF and DWSRF Internal Controls.

- Perform monthly account reconciliation between First State Financials (FSF), QuickBooks, and loan management system (EnABLE) for CWSRF and DWSRF administrative expenses, loan repayments, and disbursements.
- Report and resolve accounting discrepancies with staff for the CWSRF and DWSRF program.
- Coordinate and prepare reports for Annual CWSRF and DWSRF Audits (Independent Financial Audit, and State-wide Single Audit).
- Coordinate and prepare reports for Annual EPA Federal On-site Programmatic Review for the CWSRF and DWSRF programs.
- Review, Revise, and Update as necessary CWSRF and DWSRF internal Controls.
- Other duties as assigned

REQUIREMENTS

- Must possess a bachelor's degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.
- Six months' experience in financial administration such as comprehensive analysis of programs, budgets, projects, services, alternative, and costs; financial planning, revenue generation, revenue for establishing internal control.
- Six months' experience in budget development which includes analyzing financial data and making long and short range plans and projections.
- Six months' experience in narrative report writing.

Required experience:

- Three years' experience using QuickBooks accounting software
- Three years' experience in governmental and proprietary accounting.
- Three years' experience in interpreting laws, rules, regulations, standards, policies, and procedure:
- Three years' experience in fiscal management studies.
- Three years' experience in planning, designing, developing, implementing and evaluating.

BENEFITS

The Kent Conservation District offers a comprehensive benefit package including: 37.5 hour work week with flexible scheduling options, 15 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package. Direct Deposit of paychecks will be required as a condition of employment for new employees.

TO APPLY, PLEASE EMAIL YOUR RESUME TO:

Patricia.Risher@state.de.us

NOTE: Applications will be emailed upon receipt of your resume.

FOR MORE INFORMATION, PLEASE CONTACT

Patricia Risher

District Human Resources Liaison

Watershed Stewardship Department

R & R Building

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