

JOB ANNOUNCEMENT

Exciting Career Opportunity!

Excellent Benefits!

FINANCIAL SERVICES SPECIALIST

Financial Services Specialist I: \$43,030-\$58,145 Annually

Financial Services Specialist II: \$49,539-\$66,862 Annually

Senior Financial Services Specialist: \$67,304-\$91,135 Annually

<p>The Position</p>	<p>The Stanislaus Council of Governments (StanCOG) is seeking qualified candidates for Financial Services Specialist at either the I, II or Senior level to perform a full range of detailed and responsible accounting duties in the preparation and processing of accounts payables, payroll, invoicing, accounts receivable, contract administration, fund accounting, and grant reporting; and with strong verbal and written communication abilities, strong organizational and computer skills, and the ability to work in a fast-paced, dynamic team environment. The Financial Services Specialist I is distinguished from the Financial Services Specialist II and the Senior Financial Services Specialist by the level of skill, knowledge, education and experience. The starting salary and decision to offer the position at Level I, Level II or Senior will be made at the end of the recruitment process based on these considerations.</p>
<p>Benefits</p>	<p>StanCOG offers an exceptional benefit package including participation in StanCERA Retirement Association, generous group health, dental, vision and life insurance, paid time off for vacation and sick leave, a flex schedule and more!</p>
<p>Ideal Candidate</p>	<ul style="list-style-type: none"> • An efficient financial services professional with strong computer and math skills; • A highly organized multi-tasker who can follow through in a timely manner on detailed assignments; • An enthusiastic, positive team player with effective interpersonal skills necessary to interact with other staff and the public, and exercise discretion and confidentiality; and • An effective communicator with good writing skills.
<p>Education & Experience</p>	<p><u>Financial Services Specialist I:</u> Completion of twelfth grade or equivalent; and one year of responsible experience performing clerical work that includes financial record keeping.</p> <p><u>Financial Services Specialist II:</u> Completion of twelfth grade or equivalent supplemented by specialized training in bookkeeping or accounting; and one year of increasingly responsible experience performing accounting support or bookkeeping activities.</p> <p><u>Senior Financial Services Specialist:</u> Associate's degree or equivalent; and two years of accounting experience, preferably for a public agency.</p>

<p>Duties</p>	<ul style="list-style-type: none"> • Performs a variety of detailed technical accounting duties; • Processes payroll and accounts payable expenditures; • Maintains a variety of accounting and financial records, spreadsheets, logs; reconciles transactions and data, and maintains accuracy of accounting, financial, payroll, retirement and benefits records; • Prepares various accounting documents such as purchase orders, invoices, wire transfers; • Prepares a variety of financial reports and statements; • Assists in development, monitoring and amending of Overall Work Program Budget • Develops and maintains specialized spreadsheets and systems for recording, tracking cost element information for each program and project in the OWP and identifies variances between actual and budgeted costs to management; • Prepares year-end entries; and, as directed, prepares annual trial balance schedules for audit preparations and year-end adjustments; and provides assistance during audit process; • Establishes and maintains a variety of records and files including credit card, fixed assets, inventory records and project files; • Coordinates meetings and supporting documentation for assigned committees; prepares staff reports and agendas; • Other duties as assigned.
<p>About StanCOG</p>	<p>StanCOG is the federally-designated Metropolitan Planning Organization (MPO), state-designated Regional Transportation Planning Agency (RTPA), and Local Transportation Authority (LTA) for the Stanislaus region of Northern California. StanCOG provides a forum that brings mayors, city council members and county supervisors together to work on regional transportation issues in a setting that promotes the involvement of the public in the planning and project delivery process. With the passage of the Measure L transportation sales tax measure on the ballot in November 2016, StanCOG became a 'self-help county' and administers an approximately \$960 million program of projects for transportation needs within Stanislaus County for the 25-year period from 2017-2042.</p>
<p>Application Process</p>	<p>Email your resume, cover letter and application (available at www.stancog.org/employment/) to HR@Stancog.org.</p> <p>For further information, please contact Human Resources at 209-525-4634.</p>