

FINANCE ANALYST

\$59,436 - \$72,288 + Excellent Benefits

*This position will remain open until filled.
First review of applications will begin September 18, 2017.*

The Finance Analyst Job Description is summarized below.
To view the full Job Description [click here](#).



POSITION SUMMARY

The Finance Analyst is considered an individual contributor responsible for performing professional and analytical duties in various aspects of finance, payroll, accounting, and budgeting. Complete tasks according to established policies and procedures, work independently with limited supervision and contribute through knowledge, skills, and good work habits.

ESSENTIAL FUNCTIONS

Payroll:

- Provide technical expertise concerning payroll issues, procedures, regulations, and laws and additionally provide solutions to problems in payroll that arise on a day-to-day basis.
- Audit information entered into the payroll system as well as information provided by support personnel to ensure RFA Policy, Labor Agreements and Federal and State laws are followed.
- Prepare, wire, and send files such as direct deposits, positive pay, deferred compensation plans, Department of Retirement Systems, deductions, benefits, garnishments, payroll taxes, W-2's and all similar plans/reports.

Accounting and Budget:

- Prepare, identify and periodical budget performance and financial reports update projection of the RFA's financial position for significant changes.
- Prepare financial statements including balance sheets, income statements, and statements of cash flow.
- Assist in developing and distributing various instructions, forms, and worksheets, for preparation of budgets and financial reports.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in accounting, finance, business administration or related field.
- Three years of progressively responsible experience in accounting, budgeting financial analysis, and payroll, or 5 years of relevant education and experience.
- Public sector experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Advanced verbal and written communications skills.
- Ability and desire to work in a fast paced, deadline driven, environment including the ability to work extended hours as needed.
- Experience using the following programs is highly desired: Microsoft Word, Excel, Outlook, and Crystal Reports or other report writer software.
- Knowledge of governmental budgeting and accounting principles and practices as prescribed by laws, regulations, authoritative pronouncements, and the established standards of professional organizations.

APPLICATION PROCESS

Submit the following information by Email to HR@RentonRFA.org:

1. Cover letter explaining your interest in the position.
2. Current resume.
3. [Renton Regional Fire Authority employment application](#) including written responses to the supplemental questions listed for this position.

Questions regarding this recruitment may be directed to Sr. HR Analyst Jennifer Zinck.

Email: HR@RentonRFA.org or Telephone: 425-430-7078