

JOB POSTING

Finance Department Financial Reporting and Budget Analyst

Position Overview:

Cranberry Township, Butler County, is seeking applicants for a full-time Financial Reporting & Budget Analyst with the Finance Department, reporting to the Finance Director. Cranberry Township is a growing residential and business community and as the Financial Reporting and Budget Analyst, the incumbent for this position will play an integral role in supporting sound fiscal management and stewardship of taxpayer dollars.

The Financial Reporting and Budget Analyst is responsible for generating financial reports, assisting with analysis of business and financial data to support organizational decision making and general oversight of the balance sheet of all funds. This position is also responsible with identifying and assisting with the implementation, maintenance and support of financial systems, including the department's ERP (Enterprise Resource Planning) system, supporting system modules, and standalone software applications. This position is also responsible for assisting with overseeing and coordinating tax collection activities associated with the Business Privilege and Mercantile Tax and Earned Income Tax.

Necessary knowledge, skills and abilities for this position include, but are not limited to:

- Knowledge of
 - Principles and best practices of financial report development and generation
 - Accounting principles and practices, financial record keeping, and general accounting office practices
 - Finance ERP systems and databases
- Skill
 - Skill in the use of Microsoft Office products (Word, Outlook, and Excel) ability to learn and become proficient in the use of other specialized software as needed, including the Township's ERP system
- Demonstrated ability to
 - Prepare, maintain, and reconcile various complex financial and statistical records
 - Prepare forecasts, accurate calculations, various ratios, and perform analytical procedures and draw necessary conclusions

Position Requirements:

Required Qualifications

Associate's degree in accounting or related field; supplemented by five (5) years of bookkeeping, payroll, accounting, auditing or financial analysis, which includes project management experience; or an equivalent combination of education, certification, training, and/or experience.

The successful candidate must have a valid, insurable driver's license.

Preferred Qualifications

Bachelor's degree in accounting or related field; supplemented by at least four (4) years of directly related financial experience in a municipal organization and one (1) year of experience with financial systems implementation and/or maintenance.

Wage and Benefits

Approximate Hourly Wage: \$28.50-\$31.25/per hour. Salary to be determined based on experience.

Fringe benefits include, among other things, health, dental and vision benefits and a generous deferred compensation plan. Specific questions regarding benefits can be sent to Human_Resources@cranberrytownship.org

Position Contact Information:

Individuals interested in this position should submit an application to <http://www.cranberrytownship.org/employment> by February 4, 2025.

EOE/M/F/D/V