



Office of the District Attorney Alameda County

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District Attorney
alcoda.org

FINANCIAL SERVICES SPECIALIST I

\$71,739.00 - \$87,110.40 yearly
Bargaining Unit: ACMEA

The Alameda County District Attorney's (DA) Office prosecutes criminal and specific civil cases on behalf of more than 1.5 million residents in Alameda County; our jurisdiction covers over 800 square miles, operating nine (9) offices throughout the county. The Office is staffed by approximately 150 attorneys, each of whom is dedicated to ensuring justice is served on behalf of the residents of Alameda County.

POSITION DESCRIPTION

The Financial Services Specialist provides professional-level financial services in areas: budget development and processing; contract negotiation and administration; financial planning and monitoring; financial accounting and reporting; grants management; financial analytic and administrative work, general administrative services work, planning and conducting analytical studies; overseeing other support functions.

In addition to meeting the minimum qualifications and knowledge and skills below, the ideal candidate will:

- Be a motivated, self-directed decision maker and problem solver with high standards for quality and attention to detail.
- Possess strong analytical skills, able to identify and understand complex problems and apply logical thinking and quantitative methods to gathering and analyzing information.
- Have exceptional communication skills, both written and oral, and the ability to communicate with diverse audiences in a variety of contexts.
- Be a strong collaborator with the ability to develop and maintain work relationships with internal staff, departmental leaders and key stakeholders for the purpose of consulting and providing guidance on various budgets and also obtain needed information.
- Be able to plan, organize, and work on multiple projects and consistently maintain effectiveness even when experiencing changes in work priorities.
- Have a keen ability to identify areas where improvement is needed and take action to implement changes to improve current financial work processes and procedures.
- Be a savvy user of information systems with the ability to create financial reports and spreadsheets, maintain data models and to assist with and perform financial analysis.

MINIMUM QUALIFICATIONS

Either I

Experience:

Equivalent to three years of full-time experience at a level of or higher than the class of Accounting Specialist I in the Alameda County classified service. Including completion of the Alameda County Management Academy "Management & Supervision Certificate Program" may substitute for six (6) months of the required qualifying experience.

Or Either II

Education:

Equivalent to graduation from an accredited four-year college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, accounting, economics, financial planning or a field related to the work. (Additional paraprofessional financial planning and support equivalent to the County's classification of Accounting Specialist I may be substituted for the education on a year-for-year basis.)

Experience:

Advanced Excel skills to perform budget analysis financial reconciliation desirable.

Financial recordkeeping, preparing journal entries, or technical support work in a fiscal or accounting area is desirable.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of governmental budget development and administration.
- Principles and practices of contract and grant administration.
- Governmental financial processes and systems.
- Financial record-keeping and auditing practices.
- Practices and techniques of administrative analysis and report preparation.
- Applicable federal, state and local policies and regulations.
- Computer applications related to the work, such as word processing, data bases and spreadsheets. Proficient in Microsoft Word, Excel, Access and Outlook.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Ability to:

- Develop and administer multiple budgets.
- Ability to conduct financial analysis and formulate financial recommendations
- Monitor fiscal transactions and audit fiscal records and documentation.
- Plan and conduct administrative and operational studies.
- Interpret, explain and apply financial regulations, policies and procedures.
- Direct the work of others on a project or day-to-day basis.
- Prepare clear and accurate reports, correspondence, procedures and other written materials.
- Represent the department and the County in meetings with others.
- Organize and prioritize work and meet critical deadlines.
- Maintain accurate financial records and audit data.
- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Clearly and effectively communicate, both verbally and in writing; write contract documents, electronic mail, and Board letters
- Communicate fluently using the English language to present and request information to/from internal and external customers effectively by phone or in person.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discounts, fitness and health screening programs focused on overall well-being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 12 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Childcare Resources
- 1st United Services Credit Union

HOW TO APPLY:

To be considered for the position, may you please send the following application items to Recruitment Unit at: DARecruiting@acgov.org

1. Please send a **Cover Letter** and **Resume**; and
2. Please complete the **DAO's Job Application**; and

The District Attorney's Office is an Equal Opportunity Employer. All qualified candidates, regardless of race, ethnicity, gender, sexual orientation, or physical ability are encouraged to apply.