



# OFFICE OF WILL COUNTY BOARD

Will County Office Building • 302 N. Chicago Street • Joliet, Illinois 60432

**Mimi Cowan**

Will County Board Speaker

(815) 740-4602

## JOB VACANCY NOTICE

**DATE:** January 5, 2022

**JOB TITLE:** Budget & Financial Analyst

### **DUTIES &**

**REQUIREMENTS:** Primary responsible for analyzing the annual budget proposal from the County Executive to maintain the county's expenditure control and ensure fiscal accountability of county programs and services. Prepare budget briefs and provide recommendations to Board members and management staff on matters concerning budgets and other financial matters. Process payments, invoices, reimbursements, and other financial related items for Board Members. Compiles financial information for long range planning, budget development and administration and makes recommendations for financial planning and budget adjustments.

Bachelor's degree from a four-year college or university in Accounting, Finance, or a related field; and three (3) to four (4) or more years of progressively responsible experience or completion of a master's degree in business administration or public administration with an emphasis on Financial Management or CPA a plus. Equivalent combination of education, training and experience, which provide the required knowledge, skills and abilities to perform the essential functions of the job.

**OFFICE:** Will County Board

### **SALARY**

**RANGE:** \$60,000 to \$75,000 D.O.Q.

**APPLY TO:** Will County Human Resources Department

302 N. Chicago Street

Joliet, IL 60432

Fax (815) 774-6355

Emails: [Jobs@willcountyillinois.com](mailto:Jobs@willcountyillinois.com)

**APPLY BY:** February 4, 2022 - by 4:30pm

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\*Completed Will County Employment Application or Resume may be submitted by mail, fax or hand delivered. Only interviewed applicants will be notified of the selection process.

Equal Opportunity Employer

[www.willcountyillinois.com](http://www.willcountyillinois.com)



**COUNTY OF WILL  
WILL COUNTY BOARD  
JOB DESCRIPTION**

**TITLE:** Budget & Financial Analyst  
**LEVEL:** Non-Union/ FLSA Exempt  
**OFFICE:** Will County Board Administration  
**REPORTS TO:** Speaker of the Will County Board

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**JOB SUMMARY:**

Under limited supervision, requires knowledge of budgeting and accounting to perform professional and technical work on analysis of budgets, accounting including financial performance; makes presentations to County Board Committees and members; related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

Analyzes the annual budget proposal from the County Executive to maintain the county's expenditure control and ensure fiscal accountability of county programs and services.

Works with the County Budget Director to provide budgetary analysis and recommendations to the Board to finalize the annual budget process.

Reviews all budget ordinances, including appropriations, inter-fund transfers, property tax levies, and financial plans recommended by the Executive Branch, and ensures timely publication of the budget and public notices as required under the law.

Prepares budget briefs and provide recommendations for Board members and management staff on matters concerning budgets and other financial matters.

Ability to deal with complex problems and support the Finance Committee of the Will County Board and other Board committees as necessary.

Performs various ad hoc financial reports or studies as requested by the Speaker, Finance Committee Chair or Finance Committee, County Board, or Chief of Staff to the County Board in support of the County's strategic and/or financial interests.

Reviews ongoing financial activities impacting the County with the Executive Branch Budget Director and Finance Director, advises officials and provides strategies to prepare for unplanned financial impacts.

Knowledge of budgeting, accounting, agency policy and procedures, government structure and process. Gathers, compiles, organizes documents relevant financial information.

Responsible for the calculation of and, within approved appropriations, the timely payment of debt service and other financial obligations of the County Board & County, in cooperation with the Executive Branch Finance and Budget Directors.

Reviews the Executive Branch annual cash flow plan for the County, monitoring expenditure and revenue trends against projections, and providing reports to the Finance Committee and County Board as appropriate and necessary.

Implements budgetary policies and procedures developed by the County Board.

Provides financial management, budgetary information, revenue projections and technical advice to the Speaker, the County Board, the Chair of the Finance Committee, and the Finance Committee.

Compiles financial information for long range planning, budget development and administration and makes recommendations for financial planning and budget adjustments.

Recommends short-term or annual goals, objectives, and strategies to ensure efficient organization and completion of annual budget.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Maintains a working relationship with all elected officials and department heads.

Maintains regular, predictable, and on-time attendance.

Performs other related duties as assigned.

**MATERIALS AND EQUIPMENT USED:**

Proficient in Microsoft Suite; and

Experience with Microsoft D365 or related software; and

Computer experience with Financial Software  
General Office Equipment (e.g., 10-key, printer, fax, copier, etc.)

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from a four-year college or university in Accounting, Finance, or a related field; and

Three (3) to four (4) or more years of progressively responsible experience involving analytical research and reporting of financial data; or

Completion of a master's degree in business administration or public administration with an emphasis on Financial Management or CPA a plus; or

Equivalent combination of education, training, and experience, which provide the required knowledge, skills and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Principles and practices of governmental accounting and budgeting (GASB).

Principles and practices of business finance and economics.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Computer applications related to the work.

Applicable state, federal and local laws, rules and regulations.

Methods and techniques of research, statistical analysis, and report presentation.

**Skills in:**

A very high level of analytical skills necessary to develop and implement department mission, goals, and procedures; determine needs for capital expenditures, personnel, and operating budgets; and prepare special reports or analysis for other jurisdictions or outside agencies.

An advanced level of interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the County.

Resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and completing assignments with a minimum of direction.

Communicating clearly and effectively, verbally and in writing.

**Mental and Physical Abilities:**

Significant ability to concentrate and pay close attention to detail in reviewing, preparing, and presenting budgets, reading and writing reports, or representing the department at in-house or external meetings.

Ability to speak effectively before public groups and respond to questions.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to meet and react to administrative problems in an effective manner.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle or feel, climb, or balance, lift and/or move up to 10 pounds, talk and hear.

**Working Conditions:**

The working conditions of the job are mainly sedentary in a climate controlled professional office. Infrequent occasional exposure to outdoor elements may be required. Occasional overtime may be required to meet important deadlines. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is required to frequently stand, talk, and hear. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

**Americans with Disabilities Act (ADA)**

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Duties, responsibilities, and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

**Equal Opportunity Employer**

The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all Federal law requirements, County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department, and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of County of Will's employees to perform their job duties may result in discipline up to and including discharge from employment.