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Financial Analyst | CAP & Fee Group

Cost Allocation Plan and User Fee Area

To Succeed: In this role, you'll understand the concepts of local government operations and budgeting, as well as the services provided by local government and enjoy working with our NBS clients to help them understand their costs. You'll be curious about the agencies operations and interact with multiple departments within the local government organizational structure. You'll enjoy working closely with the NBS Project Manager and the local government experts on the client side towards successful project completion. Finally, you will do your work with a feeling that you own the company you're representing. Why? Because we're an employee-owned company.

About the Position: The position plays an important frontline role in providing core consulting services to our local government clients. This specialized area is a combination of the disciplines of public administration, finance, local government accounting practices, California Government Codes and local government operations. The position will interact with a number of clients and internal staff, and will report to the Director of the Financial Consulting Group (CAP and Fee area).

Position Requirements:

- College degree required; preferably Finance or Economics; Master's degree in Public Administration a Plus
- Experience working in or for local government as an intern, employee, or local government consultant preferred
- Advanced Excel User (Pivot, V-Look-up, Index/Match, Arrays, etc.)

Knowledge of:

- Governmental budgets, accounting statements and financial reports
- Generally accepted accounting principles (GAAP)
- Principles and practices of project management
- Working knowledge of cost accounting principles

Ability to:

- Gather and analyze cost data, develop solutions, project consequences and evaluate results
- Establish and maintain a working relationship with a variety of governmental staff
- Understand the demands and be able to travel, on average, 20 to 30 percent of the time, almost always within California. Travel will not be much over the first year but increases as the Analyst gets more proficient in working with clients and subject matter.
- Ability to prioritize and handle a multitude of tasks quickly and accurately
- Determine critical vs. non-critical issues and handle accordingly
- Clearly present to boards, commissions, councils and committees.
- Work independently at a high level of accuracy with great attention to detail
- Organize assigned workload and perform work efficiently

- Use Excel at a proficient advanced level for processing large amounts of data maintained by various client tracking systems and development of analytical models and financial projections.

Primary Duties: The Financial Analyst is responsible for performing a number of projects for multiple clients. Work will include but not be limited to:

- Prepares or reviews complex cost reports and cost allocation plan; reviews financial documents prepared by others for accuracy, form, and content.
- Conducts rate analysis to determine appropriate reimbursement levels and presents results to client.
- Reviews or prepares intergovernmental claims for reimbursement, fee studies, and indirect cost rate proposals for departments (ICRP'S); *Extracts and manipulates data from databases to establish cost accounting data;
- Evaluates work process, organizational system data, policies, and procedures, in order to establish cost accounting data.
- Cost of service analysis, User and Regulatory fee analysis, Cost Allocation plan preparation

Salary: This is a salaried, exempt position depending on qualifications and experience.