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Financial Analyst for District Administration & Consulting Group (DCG)

About the Position: The District Administration Group (DCG) within NBS currently has an opening for a Financial Analyst. The Financial Analyst plays an important frontline role in providing core consulting services to our government agency clients. This specialized area is a combination of the disciplines of finance, legal, engineering, public relations and local government. The Analyst will interact with a number of clients and internal staff. The Analyst will provide analytical support, data management and report to the clients. More information here: <https://www.nbsgov.com/sfd-administration/>

Position Requirements: The following skills are important for this position.

- Ability to handle a multitude of tasks quickly and accurately
- Must be client service-oriented as our clients are our most important asset
- Attention to quality and detail
- Able to work independently at a high level of accuracy
- Must be able to organize assigned workload and perform work efficiently
- Must be able to determine critical vs. non-critical issues and handle accordingly
- Must have an advanced working knowledge of Word and Excel. An understanding of Access will also be of great help in completing tasks efficiently.
- College degree required – helpful if in Finance, Economics or Accounting – Master’s degree a plus.

Primary Duties: This Financial Analyst is responsible for a number of regular clients and projects, as well as completing special projects and special requests. The position is focused primarily around the following duties:

- Coordinates and completes all day-to-day tasks for assigned clients
- Uses the annual time-line established by NBS as a base scheduling tool
- Identifies additional services provided by NBS that clients may utilize and help facilitate these new services
- Maintains clean, well-organized files that will be available to all other staff in your absence
- Identifies any potential problems or liabilities for clients or NBS and reports such to Manager
- Returns client telephone calls in the same day. Returns all other telephone calls within 24 hours.
- Participates in meetings and training as required
- Reviews documents, proposals, and any other materials as requested by co-workers in a timely manner
- Communicates with co-workers on ways to improve work methods and processes
- Other administrative items, as needed

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