

Associate Analyst at Spicer Consulting Group Murrieta, CA



About the Position:

Spicer Consulting Group (SCG) is seeking an Associate Analyst to join our team. The position serves as a supportive role in providing vital 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 provide analytical support, data management and various reports to the clients.

The following skills are important for this position:

- ◆ A high degree of flexibility; analytical skills and attention to detail required
- ◆ Must be Client-service oriented and value added
- ◆ 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 work on multiple concurrent projects with strict deadlines
- ◆ Proficiency in Excel and Word.
- ◆ 3 to 5 years of Experience providing Special Tax Consulting to Municipal Agencies

Bachelor's degree (preferably in Business Finance or Accounting)

Primary Duties: The Analyst is responsible for client projects, as well as completing special projects and special requests, as needed. The position is focused primarily around the following duties:

- ◆ Coordinates and completes all day-to-day tasks
- ◆ Strong organizational skills, experience using computerized databases, ability to effectively communicate ideas and positions, both orally and in writing
- ◆ Provides all annual administrative task to clients solely
- ◆ Prepare all budget and fund balance analysis / calculations
- ◆ Has experience with Formation, Annexation and Bond Sales
- ◆ All Annual Reporting Requirements by the SEC; Continuing Disclosure, CDIAC, etc.
- ◆ Other administrative items, as needed
- ◆ Maintains clean, well-organized files that will be available to all other staff in your absence.
- ◆ Participates in meetings and training seminars.
- ◆ Reliability and accountability is essential

The qualified individual will work independently in providing high quality work products and provide excellent customer service to the clients.

Salary: This is a salaried, at will position with a starting salary range depending on qualifications and experience.

Benefits and Culture: This position has a minimum 40-hour workweek, Monday thru Friday. Our office hours are 8:00 a.m. to 5:00 p.m. PST. This position would work out of our office in Murrieta. Our busiest season is during the months of June through August where we need all staff present. No vacation time will be approved during these months.

We offer competitive benefits package to all full- time employees including the following:

- ◆ Medical
- ◆ Dental
- ◆ Vision
- ◆ Life Insurance
- ◆ 401K Program
- ◆ Vacation and Sick Leave
- ◆ 13 National Holidays Observed

For more information on our firm, please feel free to visit our website at <http://www.spicercg.com>.

ALL SUBMISSIONS MUST INCLUDE RESUME AND SALARY REQUIREMENTS to contact@spicercg.com.