

Financial Analyst at Spicer Consulting Group Murrieta, CA



About the Position:

Spicer Consulting Group (SCG) is seeking a Financial Analyst to join our team. The Financial Analyst 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.

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
- ◆ Gather, organize and analyze information and arrive at sound conclusions
- ◆ Strong organizational skills, experience using computerized databases, ability to effectively communicate ideas and positions, both orally and in writing
- ◆ Preparation of Reports in Microsoft Word
- ◆ Returns Property Owner telephone calls within 24 hours.
- ◆ 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 closely with senior staff and supervisor 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.
