

**Orange County Administrative Services Department  
Fiscal and Operational Support Division**

**Financial Analyst  
Job Code: 1128**

**Overview**

The Administrative Services, Fiscal and Operational Support Division is seeking to fill the Financial Analyst position that primarily assists with the budgetary and procurement duties for the Capital Projects Division and the Facilities Management Division.

**Representative Duties /Assignments**

- Oversees the purchasing of goods and services for the Capital Projects and Facilities Management Divisions
- Coordinates financial reports for operating and CIP budgets
- Assists with the development, monitoring and tracking all budget activities for Capital Projects and Facilities Management
- Analyzes financial and related budgetary information
- Assists with assigned areas in creation of the Division budgets
- Performs other special projects and related duties as assigned

**Minimum Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration or Public Administration or a closely related field with one year financial or budgetary experience.
- May be required to demonstrate intermediate to advanced proficiency in spreadsheet and word processing software

**Preference**

- Knowledge of Advantage Financial System

**Address:** Internal Operations II, 5th Floor, 400 E South St, Orlando, FL 32801

**Posting Date:** 5/16/2017 - Closing Date: 5/29/2017

**Salary:** \$21.23 per hour

**Apply at:** <http://www.orangecountyfl.net/EmploymentVolunteerism/JobOpenings.aspx>