

Closing Date	9/14/2023
Salary	\$21.452/hr
Job Type	Full-Time/Permanent
Position	Financial Records Analyst (#03145169)
Location	Lincoln, NE
Division	Military Department (The Adjutant General)

Position Description:

- Stable employment and hours with regular salary increases
- Thirteen paid holidays per year
- Competitive benefits, paid time off, and retirement, agency free parking and flexible work schedules
 - o 79% employer-paid health insurance with four plans and coverage levels to choose from
 - o Dental, vision, long and short-term disability, flex spending and health savings accounts, employee assistance program, employee discount program, and more!
 - o Generous vacation and sick leave earnings each year (starting at 12 days each!), plus a variety of other leave types
 - o 156% state-matched retirement for state plans
 - o \$20,000 term life insurance at no cost to you, with additional supplemental life insurance options
 - o Wide variety of professional development opportunities
 - o Dependent Tuition Reimbursement Program with six Nebraska community colleges!
 - o Veteran’s Preference & Military Spouse Transition Program
 - o Public Service Loan Forgiveness Program through the federal government possibilities

Location: Construction and Facilities Management Office, Joint Force Headquarters, 2433 NW 24th, Lincoln NE

Examples of Work:

Conducts routine to complex field review and audits of statistical and financial records.

Reconciles general ledger accounts. Analyzes supporting documentation for audit results and verifies accuracy of information.

Formulates adjustments to bring data into compliance with regulations.

Conducts detailed audit review of other auditor's work papers for accuracy and completeness.

Compiles and reports audit findings.

Answers client's questions regarding audit procedures and findings.

Plans, prepares, and acquires all audit data/documentation.

Determines compliance of records and processes with statutes, regulations, and standards.

Qualifications/Requirements:

Minimum Qualifications Required: Bachelor's degree in business administration or accounting or the equivalent with at least 24 semester hours of accounting or auditing.

Other/Special Note: Prior to any job offer being made, all certifications, diplomas and references will be verified, and any falsehoods will disqualify the applicant. Applicant may be required to pass a criminal background check. Incumbent must also achieve and maintain an appropriate level security clearance; failure to do so may result in termination of employment.

Knowledge, Skills, and Abilities required:

Knowledge of financial and statistical audit principles, standards, procedures, theories, and accounting principles, standards, and methods; general mathematical calculations such as multiplication and division computations, fractions, discounts, interest rates, ratios, and proportions; a variety of advisory data and information such as financial records, computer software operating manuals, rules, regulations, statutes, guidelines and correspondence.

Ability to communicate in person, by telephone, computer, email, and correspondence with other auditors and client representatives; interpret and apply financial/accounting principles and instructions to analytical situations; exercise limited independent judgment and decisiveness in variety of settings; use computers and other office equipment; work with computer spreadsheet and data management applications; navigate computer, on-line, and web-based accounting systems; perform mid-level data analysis including to audit, deduce, assess, conclude and appraise; use discretion in selecting and applying established criteria to define consequences and develop alternatives; provide guidance and interpretation to others, including the public and co-workers, regarding rule application, policies, procedures and standards to specific situations; apply principles of rational systems, interpret instructions, and exercise independent judgment to adapt or modify methods and standards to meet variations in assigned objectives; use creativity and decisiveness in situations involving the evaluation of information against measurable and verifiable criteria.

Instructions for Applying

Important points to remember when applying:

- The employment application is required and is the primary source of information used to determine if you meet the minimum requirements of the job.
- Please make sure your application is complete. Incomplete applications are rejected.
- You will have the opportunity to attach a resume, however it should not be used to replace any information asked for on the official application.
- **Please be complete.** You will not be allowed to change your application after you have applied for a position, and you cannot re-apply for the same position unless it is posted again.
- When you have successfully applied for a job, you will receive an instant e-mail confirmation notice.

We encourage you to use the Search feature to find jobs that are available in a particular location or a job that matches your work experience.

Applicants who need accommodation in the selection process should request this in advance. Requests can be made by contacting the Nebraska State Personnel Office, 1526 K Street, Suite 100, Lincoln, NE. (402)471-2075.

These positions are subject to application of Veterans' Preference.

To Apply: Applications must be made through www.statejobs.nebraska.gov.