**Senior Fiscal Analyst, Acute and Communicable Disease Prevention**

**REQ-58087**

**Close date: 2/21/2021**

**Salary: $5106 - $7847 monthly**

**Location: Portland OR**

**This is a full-time, permanent classified position and is represented by a union.**

The [Oregon Health Authority (OHA), Public Health Division (PHD), Center for Public Health Practice, Acute and Communicable Disease Prevention (ACDP) Section](https://www.oregon.gov/oha/PH/DiseasesConditions/CommunicableDisease/Pages/Program-Information.aspx) in Portland, OR is recruiting for a **Senior** **Fiscal Analyst** to provide fiscal analysis and coordination for a wide range of project and information management, monitoring, and evaluation activities related to communicable diseases. You will serve as the senior analyst of the fiscal team of the ACDP section, where you will complete and guide other fiscal analysts with budgetary and financial management duties for ACDP programs, including assistance to partners within and outside of the agency for communicable disease surveillance, response, and prevention.

The work of this role may be conducted remotely with full access to the needed operating systems and technology. There are times that the work will need to be conducted onsite.

**What will you do?**  
As the **Senior Fiscal Analyst**, you will utilize your thorough knowledge of budgeting and financial processes, which includes forecasting, monitoring of actual costs to budget, developing and analyzing fiscal policy, and financial planning and reporting. You must have in-depth expertise in the programs for which this position has budget responsibility and apply your working knowledge of other agency programs and budgets as programs and budgets are often interrelated throughout the agency.

You will actively interpret and review financial results with program management, utilize quantitative analysis techniques to evaluate ongoing administrative operations, and identify discrepancies and areas of business benefitting from financial analysis.

You will provide excellent customer service to external and internal customers and demonstrate initiative and independent judgment. This role requires excellent teamwork skills, including consistently demonstrated proactive motivation to collaborate, share information and contribute to the team's success.

**What are we looking for?**

Requested Skills

* **Minimum requirements:** Six years of progressively responsible experience that included the preparation, analysis, and administration of a budget or fiscal system. Experience must have included modeling and forecasting fiscal information. (NOTE: A bachelor's degree in business, public or non-profit management, finance, accounting or a related degree may substitute for three years of the required experience. A graduate-level degree in any of the above areas may substitute for four of the six years.)
* Expertise in government and/or state agency budgetary processes and financial analysis of complex issues.
* Experience managing multiple large and complicated federal grants.
* Experience preparing monthly financial summaries (revenue and expenditure forecasts and caseload analysis).
* Experience utilizing quantitative analysis techniques.
* Experience analyzing legislative bills for fiscal impact.
* Experience coordinating with high level executives and network of external stakeholders.
* Effective verbal and written communication skills.
* Experience meeting numerous firm deadlines with frequent interruptions in the daily work schedule.
* Experience using a personal computer operations and software applications including Microsoft Word and Excel.
* Experience promoting a culturally competent and diverse work environment.

**How to Apply**

To view the announcement and apply, please visit the following link:

<https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Portland--OHA--Oregon-Street/Senior-Fiscal-Analyst--Acute-and-Communicable-Disease-Prevention-Section---Fiscal-Analyst-3-_REQ-58087>

**Contact Information**

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