

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

Invites applications for the position of

FINANCIAL ANALYST

OPENING:	DECEMBER 15, 2025
CLOSING DATE:	OPEN UNTIL FILLED
SALARY:	\$84,881-\$105,472
WORK SCHEDULE:	FULL-TIME 9/80 SCHEDULE (EVERY OTHER FRIDAY OFF), SOME EVENINGS REQUIRED
LOCATION:	ON-SITE AT SBCCOG OFFICE IN TORRANCE, CA (REMOTE ON WORKING FRIDAY)

NOTE: INTERVIEWS WILL BE SCHEDULED JANUARY 5, 2026

ABOUT SBCCOG

The SBCCOG is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Southern California. The SBCCOG operates various programs that cover homelessness, seniors, transportation, and sustainability. More information about the SBCCOG can be found at <http://www.southbaycities.org>.

JOB SUMMARY

This professional-level position performs technical and complex accounting, auditing, budgeting, invoicing, financial reporting, and analytical work in support of the organization's programs and operations. The Financial Analyst manages general ledger functions, grant accounting, forecasting, reconciliations, financial reporting, and supports budget development; coordinates with program managers, granting agencies, and partner organizations to ensure compliance with General Accepted Accounting Principles (GAAP) and funding requirements; provides analytical support, prepares financial statements, and assists with audit preparation. The Financial Analyst may provide training and instruction to lower-level financial, administrative, and accounting staff; participates in policy, procedural, and process improvements; may serve as a back-up in the absence of the Finance Manager.

DISTINGUISHING CHARACTERISTICS

This position is the professional-level classification responsible for performing the full range of technical and complex accounting, auditing, budgeting, and analytical work. This classification is distinguished from the next higher classification of Finance Manager in that the latter has overall responsibility for the Finance Function and overall responsibility for planning, organizing, and directing the accounting and finance functions for SBCCOG.

ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES

Under the direction of the Finance Manager, the Financial Analyst will:

- Perform financial activities consistent with GAAP, including general ledger accounting, accounts payable, accounts receivable, and budget support.
- Compile and analyze financial data; prepare journal entries, financial statements, reports, and reconciliations.
- Coordinate grant budgets, prepare invoices, including related reporting, track and reconcile consultant and program expenditures.
- Prepare monthly, quarterly, and annual financial reports for funding agencies.

- Support audit preparation and financial reporting processes; assist with the annual and mid-year budgets.
- Serve as budget liaison to assigned program and project managers; monitor and forecast revenues and expenditures.
- Monitor legislation, regulations, and industry practices in assigned program areas; recommend policy and procedural updates.
- Provide training and instruction to staff as requested.
- Develop and maintain positive working relationships with internal staff, agencies, and the public.
- Conduct cash flow monitoring and assist with treasury and banking coordination.
- Review and monitor internal control processes and recommend improvements.
- Perform cost allocation analyses and support development of indirect cost rates.
- Review financial components of contracts and procurements for funding availability and compliance.
- Monitor non-grant revenue streams, billing accuracy, and reconcile revenue activities.
- Document financial procedures, workflows, and updates to finance-related practices.
- Support year-end close activities, including accruals, adjustments, and schedule preparation.
- Assist with financial system reporting, configuration needs, and user testing.
- Attend training, meetings, and conferences.
- Performs related duties as assigned.

CLASSIFICATION

The position is exempt under the Fair Labor Standards Act.

QUALIFICATIONS

Education and Experience

A Bachelor's degree in accounting, finance, business administration, or related field, and at least three (3) years of increasingly responsible professional accounting experience, preferably in local government. Experience with grant-funded programs is desirable.

Knowledge of:

Municipal and fund accounting principles and practices consistent with GAAP; governmental budgeting methods, financial reporting requirements, and audit procedures; general ledger structure and accounting cycles; accounts payable and accounts receivable processes; grant accounting requirements, reimbursement rules, and invoicing standards; budget schedules and documentation requirements; internal control practices; reconciliation methods; procurement and contract processes; audit procedures; ethical standards and confidentiality requirements.

Skill to:

Perform complex professional accounting work and make appropriate and effective recommendations; prepare journal entries, reconciliations, financial statements, and reports;; prepare grant and funding reports; develop grant budgets and reimbursement requests; interpret funding requirements; identify discrepancies and recommend corrective actions; coordinate with program managers, granting agencies, auditors, and staff; manage multiple deadlines; use accounting software and spreadsheets effectively; establish and maintain effective working relationships with others.

Ability to:

Perform complex mathematical calculations and financial analyses accurately and timely; apply GAAP and governmental accounting standards; assist in the development of and monitor budgets; prepare accurate audit and budget documentation; identify and implement process improvements; communicate clearly in written and verbal form; organize work and meet deadlines; exercise discretion and sound judgment; work collaboratively and independently; build cooperative relationships.

Licenses and/or Certifications

Must possess a valid California Driver's License.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

EMPLOYEE BENEFITS:

- Major Federal holidays off as well as December 24 through January 1 + 8 hours Floating Holiday
- Vacation Leave: 104 hours 1st year; 112 hours 2nd year + 8 hours annually with a maximum accrual of 192 hours
- Sick Leave: 8 hours/month
- \$50,000 employer provided term life insurance coverage, while employed by SBCCOG
- \$500/month to apply towards health benefits (unused amounts are applied to 457 deferred compensation retirement plan)
- \$200/month employer contribution to deferred compensation (457 retirement plan)

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest.

Submit to: Janna Jaime, Administrative Assistant
janna@southbaycities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regard to race, color, religion, political belief, age, ancestry, national origin, sex, gender, gender identity, gender expression, sexual orientation, disability, medical condition, marital status, veteran status, or genetic information.