



Tax Supervising and Conservation Commission

MULTNOMAH COUNTY TAX SUPERVISING & CONSERVATION COMMISSION

TSCC Budget and Research Analyst \$80,000 to \$105,000

OVERVIEW

As the TSCC Budget and Research Analyst, you'll play a vital role in ensuring accountability and transparency in how public money is spent in Multnomah County. Working directly with the TSCC Director, you'll translate financial data and analyze budgets, conduct in-depth research of financial and policy documents, and provide expert guidance to local government staff. This position offers a unique opportunity to engage with a [diverse range of local governments](#) and to make a meaningful impact on our community.

ABOUT TSCC

The [Tax Supervising and Conservation Commission \(TSCC\)](#) is a century-young Oregon innovation committed to protecting the public interest and promoting fiscal responsibility within Multnomah County governments. The TSCC ensures compliance with local budget law, promotes economy and efficiency within local governments, and provides advice and assistance to them. We are a small but dedicated team that is mission-driven and focuses on making a difference in our community. We value work-life balance and have an adaptive and compassionate approach to our work.

THE POSITION

Ideal Candidate

- You're a curious, data-driven problem-solver with a strong work ethic.
- You're comfortable with spreadsheets and have a knack for translating financial information into clear reports.
- You're detail-oriented, organized, and proactive, able to work both independently and collaboratively to meet deadlines and achieve results.
- You have excellent communication skills and a passion for providing exceptional service to local government staff.
- You're adaptable, eager to learn, and willing to take on new challenges.

Primary Responsibilities

- Researches, analyzes, and summarizes financial information to produce comprehensive reports, including the TSCC Annual Report on local government budgets.
- Manages data and reporting functions using Microsoft Excel and TSCC's database to translate numerical data from local government district budgets, audit documents, and assessor reports for analysis and reporting purposes. Uses critical thinking skills and best judgement to accurately classify data.
- Analyzes budget documents and other documentation to assess budget accuracy and compliance with budget law and recommend remedies to any violations.
- Provides expert guidance and technical assistance to districts on budget preparation and administration.
- Communicates regularly with district staff to ensure compliance with budget law and offer technical support.
- Conducts research on policy and governance issues related to budgetary actions.
- Tracks progress on organization goals and develop forms and systems as needed.
- Attends hearings, meetings, and events as TSCC staff representative; presents reports and answers questions.
- Co-teaches trainings and assists with development of training materials.
- Writes meeting minutes, maintains document records, and performs TSCC accounts payable functions.

Attributes for success

- Experience with software related to financial management and budgeting including advanced word processing, spreadsheet, and database software applications.
- Strong problem-solving and decision-making skills; ability to exercise independent judgment.
- Excellent written and verbal communication.
- Ability to establish and maintain effective working relationships.
- Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions.
- Ability to rapidly modify work priorities and to efficiently organize multiple tasks and projects to respond to organizational priorities and meet deadlines.

TO QUALIFY

Any combination of education and experience that meet the following. Transferable skills can be demonstrated through coursework, work experience, or volunteer experience.

We are interested in finding the best candidate for the job, and candidates that may be from a less traditional background are encouraged to apply, even if you do not believe you meet every one of the qualifications described. We welcome applicants who bring a diversity of identity, culture, experience, perspective, and thought.

Minimum Qualifications/Transferable Skills

- A combination of experience and education equal to a Bachelor's degree in a relevant field; AND
- 1 year of professional experience in budget/accounting, financial analysis, policy research, or problem-solving.

Preferred Qualifications/Transferable Skills (not required, but a plus!)

- Knowledge of public administration, budget development, and financial management principles and methods.
- 2-5 years of relevant professional experience.
- Experience working with state or local government organizations.
- Knowledge of financial practices and techniques related to governmental budgeting and/or accounting.
- Knowledge of local budget law per Oregon Revised Statutes and Oregon Administrative Rules.

JOB TYPE & SCHEDULE

- Non-Represented Exempt
- Flexible schedule with core hours to be determined based on organizational needs. May require occasional evening hours for public hearings and meetings in the spring and fall.
- Hybrid telework position with some in-office/on-site work required. TSCC offices are located in the Director Building at 808 SW 3rd Ave, Portland, Oregon, 97204.
- Must reside in Oregon or Washington.

BENEFITS AND COMPENSATION

- Salary range: \$80,000 to \$105,000.
- Excellent benefits package through Multnomah County, including retirement savings, health insurance, paid parental leave, and more. Find more details on their [benefits website](#).

Please be advised that the pay range listed for this position is intended to provide general guidance on the earning potential for the role. Actual compensation will be determined in accordance with the Oregon Equal Pay Law and will take into account factors such as the candidate's relevant experience and education. Candidates should expect that initial offers will be made within the listed pay range and may not be at or near the top of the range.

TO APPLY

Send your resume, cover letter, and a 2-5 page writing sample demonstrating your analysis skills to allegra.willhite@multco.us by 5 pm on September 27th, 2024.

We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications
- In-depth evaluation of application materials to identify the most qualified candidates
- Consideration of top candidates/interviews
- Reference check

We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran or protected veteran status, genetic information and other legally protected characteristics.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Allegra Willhite (allegra.willhite@multco.us) in advance to request assistance.

Contact: TSCC Executive Director Allegra Willhite: allegra.willhite@multco.us.

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.