



Finance Analyst

Webb Municipal Finance, LLC (WMF) is currently seeking a Financial Analyst to join our team. We are looking for an enthusiastic professional who is committed to life-long learning and always expanding their knowledge. WMF associates play an active role in the firm’s pursuit to reach its goals by not only performing at the top of their game for their specific position, but looking at the bigger picture to assist the firm in meeting its business development goals.

Responsibilities

- Prepare, process, and maintain special district records and transactions to ensure compliance with all legal and agency requirements
- Extract and analyze large complex data; research and prepare various required reports
- Prepare financial, statistical, and analytical studies; research and prepare assessment reports and notices
- Read and interpret public agency data
- Coordinate with escrow and title companies
- Provide a high level of client service by establishing and maintaining working relationships with public agency staff
- Respond to basic questions and concerns from property owners, interested parties, and outside agencies through phone calls, letters, transmittals, and/or emails
- Develop spreadsheet modeling and field research and translate into comprehensive reports and presentations; compose technical memorandums

Requirements

- Bachelor of Arts/Science in Business Administration or a related field; professional consulting experience a plus
- Master's Degree desirable and in lieu of experience
- Previous experience with Assessment Districts and Special Tax Districts including reporting and comprehensive district management
- Series 50 preferred or candidate must be willing to attain a Series 50 MSRB qualification within 12-18 months of employment

Benefits



401(k)



Membership Sponsorship



Medical



Vision



Mentor Program



Wellness Program



Life Insurance



Disability



Dental



Educational Assistance

Empowered by development opportunities, competitive compensation, outstanding benefits, and a supportive network of professionals in our industry, we strive to give you everything you need to succeed in your career. Our associates have consistently designed and then redesigned what’s possible in the world of planning and civil engineering and, with your help, we can continue to develop our region for years to come.

To apply for this position, please email your resume and employment application to hr@webbmfinance.com

Webb Municipal Finance, LLC is an Equal Opportunity Employer (EOE).