



## OFFICE OF THE NASSAU COUNTY COMPTROLLER

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**TITLE:** Finance and Economics Generalist

### **GENERAL POSITION DESCRIPTION:**

The Office of the Nassau County Comptroller is seeking a full-time entry level Finance and Economics Generalist who will work with our team on research projects, financial data and operations analysis, and report writing. Applicants should have a degree in any of the following: finance, economics or accounting and an interest in research analysis and the ability to interpret data. Relevant experience may be considered in lieu of a degree.

### **RESPONSIBILITIES:**

The Finance and Economics Generalist will assist with numerous projects, including:

- Analyzing raw data, and building reports with supporting information;
- Assisting with the development of methodologies to measure and report on financial and operational performance;
- Participation in data analysis to improve financial and operational efficiency and improve service; and
- Performing related duties as required.

### **QUALIFICATIONS:**

#### ***Knowledge, Skills, and Abilities:***

- Knowledge of accounting and economic terms and principles.
- Proficient in Excel, Word and Power Point, including the ability to work in, manage and filter large spreadsheets and create charts and graphs in Excel.
- Ability to design graphics and reports to present key findings and information;
- Strong problem solving and analytical skills;
- Excellent research skills
- Good communication skills, including ability to understand technical subject matters;
- Understanding of basic statistical concepts;
- Strong teamwork skills, and the ability to multi-task and work in a fast-paced environment.
- Experience with content management system (CMS) web management will be a plus.

#### ***Education and Experience:***

- Bachelor's degree in economics, finance, data science, statistics, or a related field of study preferred; relevant experience may be considered in lieu of a degree.

**TO APPLY:** submit a cover letter and resume to [NCComptroller@nassaucountyny.gov](mailto:NCComptroller@nassaucountyny.gov)

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