

Finance & Operations Analyst
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261807>

Downloaded On: Nov. 1, 2025 11:26am

Posted Aug. 28, 2025, set to expire Apr. 28, 2026

Job Title Finance & Operations Analyst
Department
Institution Butte-Glenn Community College District
Oroville, California

Date Posted Aug. 28, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Finance/Investment Management

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5060499/finance-operations-analyst>

Apply By Email

Job Description

FINANCE AND OPERATIONS ANALYST

Click here for the full [Job Description/Classification Specification](#)

MSC Range 13; Full-time/Exempt; 40 hours per week; 12 months per year

Projected Recruitment Timeline

Tentative First Interviews: Week of October 6-10, 2025 **(Zoom)**

Tentative Second Interview Date: October 20, 2025 **(In Person)**

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Anticipated Start Date: November 17, 2025

POSITION HIGHLIGHTS

Butte College is seeking a detail-oriented and collaborative Finance and Operations Analyst to join our Fiscal Services team. Under the general direction of the Director of Fiscal Services, this position plays a key role in district-wide financial planning, budget development, and operational analysis. The analyst will lead the development and oversight of annual and multi-year financial plans, including capital and facilities planning, and partner with departments across the District to assess and support program needs.

This position is also responsible for implementing and maintaining financial software tools to enhance budgeting, forecasting, and reporting capabilities, while helping to streamline internal processes and ensure data accuracy. Candidates with a strategic mindset, strong technical and analytical skills, and experience in financial operations are encouraged to apply and make a meaningful impact at Butte College. Apply now to join a team committed to innovation, integrity, and service excellence!

Work Schedule

The work schedule is Monday through Thursday, 7:30 a.m. to 5:00 p.m., and Friday, 8:00 a.m. to 12:00 p.m. Over the summer the schedule changes to Monday through Thursday, 7:00 a.m. to 5:00 p.m. with Friday off. As an exempt position, hours may vary based on departmental needs.

Minimum Qualifications

- Bachelor's degree* in Finance, Business Administration, Economics, Mathematics, Information Systems or related discipline; AND
- Three (3) years of experience in accounting and finance or business analytics; OR
- Any combination of education and experience which would provide the required qualifications for the position.

*Bachelor's Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

Diversity Qualifications

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

APPLICATION INSTRUCTIONS

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All applicants, including current Butte College employees, must complete and submit an online application with all required attachments to move forward. All fields within the application should be completely and thoroughly filled out. Do not skip application fields by inputting "see resume."

Required Attachments

- **Resume or Vita:** Attach a resume that aligns with the information provided in your application.
- **Diversity Essay:** The Butte-Glenn Community College District has a very diverse staff and student population with respect to academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds. **In your Diversity Essay**, please describe your skills, education, professional development, community involvement, and professional experience working with these diverse groups.

REQUIRED UPON HIRE

Transcripts of academic work are not a required attachment with the application but may be required upon hire.

- Offers of employment are contingent upon the submission of official transcripts showing completion of the degree, and proof of other requirements of the position, that **minimally qualified** the applicant.
- If the position has an education equivalency component within the minimum qualifications and the applicant qualified under equivalency, transcripts may not be required upon hire.
- Foreign transcripts must include a U.S. evaluation and translation. For list of agencies that provide this service, [click here](#).

PRE-EMPLOYMENT REQUIREMENTS

- The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
- Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that they are free of active tuberculosis.

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- As a condition of employment, the District requires that you provide fingerprints prior to beginning work. You may be fingerprinted at Butte College Human Resources by appointment, or you may be fingerprinted at another agency. Should you be fingerprinted at another agency, the rolling fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility at the time of printing.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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