

## FINANCIAL ANALYST

### FUNCTION OF THE JOB

Under supervision, to perform professional work in the implementation and administration of automated financial, accounting, or budgeting activities on a Countywide basis; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Assists with budget development for assigned areas including budget estimates, wage projections, division budget compilation, identifying areas for budget reduction, and analyzing past trends.
2. Assists departments with budget development requests and may assist with presenting budget proposals to the County Executive and committees of the County Board.
3. Reviews and records accounting or budget transactions, and makes allocations to designated accounts and funds.
4. Prepares, analyzes, and interprets financial and statistical data to determine and recommend budget assumptions, department tax levy targets, position costs, programs, labor contracts, cost recovery for services provided, interdepartmental charges, or department operations.
5. Assists with reviews of financial reports and computerized financial systems to ensure that proper accounting or budgeting procedures have been followed.
6. Maintains and updates the budget and financial system utilizing various software applications.
7. Assists external auditors by compiling financial data, and assists in internal audits by performing audit field work.
8. Gathers and compiles financial data from a variety of sources and computer systems to complete required State and Federal surveys and reports.
9. Assists in the preparation of financial and narrative reports analyzing and interpreting accounting or budgetary systems and controls, and may make recommendations for improvements.
10. Assists in the interpretation and analysis of financial related laws, codes, regulations, or accounting standards; assists in advising departments of potential impacts and makes recommendations for appropriate course of action.
11. Advises department heads and other employees of generally accepted accounting principles, laws, codes, and regulations and recommends proper accounting and budgeting treatment for financial transactions and procedures.
12. Maintains detailed automated and manual accounts, spreadsheets, ledgers, records, and procedures.
13. Reviews and coordinates the work of clerical and other department personnel in accounting, payroll, budgeting, or billing areas, and provides necessary training.
14. Monitors the execution of operating budgets, investigates variances from projected expenditures or revenues, and recommends corrective actions to department heads and other employees.
15. Establishes and maintains effective working relations with employees at all levels within the county, representatives of other agencies, and elected officials.
16. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Working knowledge of the modern principles, practices, and procedures of general accounting, payroll management, administration, and management, or appropriation and budgeting, as applied to governmental entities.

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

2. Working knowledge of the principles of auditing in the public sector, particularly as applied to budget development and control, or accounting.
3. Working knowledge of computer systems as applied to budgeting, accounting, or financial management applications.
4. Ability to plan, organize, and effectively carry out a variety of assignments.
5. Ability to collect, analyze, and interpret data and to prepare and present detailed recommendations and conclusions.
6. Ability to effectively present ideas and concepts to others, both orally and in writing.
7. Ability to establish and maintain effective working relationships with employees at all levels within the county, representatives of other agencies, and elected officials.
8. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
9. Ability to prepare and maintain accurate and complete records and reports.
10. Ability to plan, organize, and review the work of others.
11. Ability to utilize financial and accounting spreadsheet and database applications, presentation tools, and integrated financial systems.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business administration, public administration, accounting, finance, or a closely related field.

OR

High School Diploma or GED, and a combination of recognized post high school education and progressively responsible work experience, in finance, accounting, or closely related field, totaling four (4) years.