



FINANCIAL ANALYST

REPORTS TO: Finance & Administrative Services Manager

STATUS: Non-Exempt

REVISED: January 25, 2023

DEFINITION

Under general supervision, performs professional and complex accounting work requiring detailed knowledge of governmental and fund accounting systems in preparation of Agency's payroll, monthly financial statements, and investment statements. Assists in the preparation of the annual budget, budget amendment, annual audit, and analysis of financial data.

GENERAL CHARACTERISTICS

- Performs complex accounting procedures and data analysis at a level demanding detailed knowledge of governmental accounting procedures.
- Works with independence in maintaining databases, accounts, and files.
- Exercises innovative record keeping methods.
- Receives general instructions when work is assigned; exercises latitude in selecting work methods; refers matters which are not consistent with regular work patterns to the supervisor for input, as well as recommends solutions, and follows tasks through to completion.
- Provides support to other Agency departments as needed.

EXAMPLES OF DUTIES

➤ **General Ledger and Payroll:**

- Prepares asset, liability, and capital account entries; maintains accounting controls; and complies with legal requirements.
- Reconciles all bank accounts and related posting of sub-ledger transactions; prepares monthly financial statements, financial documents, substantiates financial transactions, and answers accounting procedure questions.
- Processes bi-weekly payroll with review of timecards researching and correcting discrepancies, maintains confidential payroll records, makes appropriate adjustments in payroll system, and reconciles salary and benefit costs distributions to general ledger.
- Processes and transmits all payroll liabilities related to employee benefits; prepares quarterly remittance of workers compensation liability, and annual 941 reconciliation at fiscal-year end.
- Monitors and prepares cash flow projections, bank transfers, reports changes in cash and bank balances to the Finance & Administrative Services Manager.
- Assists in budget preparation, analysis and implementation; prepares annual payroll budget.
- Assists with accounts payable and receivable tasks as assigned.

➤ **Contracts and Grants:**

- Monitors contract accounts for conformance with contract scopes of work; prepares expenditure report summaries for contracts, agreements, grants, and loans.
- Verifies income received against expenditure reports, inputs income and expenditure

data to general ledger accounts.

➤ **Audit Preparation:**

- Monitors budget activity and proper expenditure coding,; prepares schedules and other financial documents as outlined by external auditors; enters audit adjustments, and reviews draft audit report for accuracy.
- Reviews and reconciles the status of all tax levies and/or special assessments.
- Updates and maintains records for prepaid expenses, long-term debt, and fixed assets.

QUALIFICATIONS

➤ **Knowledge of:**

- Principles and practices of governmental budgeting, accounting, banking, investments, and fiscal controls.
- Finance and cost distributions systems, applicable federal, state, and local laws, regulations, and standards controlling governmental financial functions and operations.
- Computerized accounting, fiscal, banking, and payroll systems, Microsoft Office Suite, and other computer applications.

➤ **Ability to:**

- Maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted during the course of work.
- Perform complex financial and statistical analyses.
- Maintain confidential, accurate, and interrelated financial records.
- Keep double entry books according to proper and recognized accounting standards.
- Work under pressure of deadlines and handle multiple priorities to complete tasks.
- Understand and carry out oral and written instructions, and operate a computer.

EDUCATION AND EXPERIENCE

Any combination of education, training, and experience that demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical way to obtain the required knowledge, and abilities would be:

- **Education:** Completion of a bachelor's degree from an accredited college or university in accounting, finance, business administration, or a closely related field highly desirable.
- **Experience:** Three years of increasingly responsible governmental accounting experience with fully integrated computerized accounting systems from data entry to financial statement.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Employees perform work, which is primarily sedentary, and work at a computer for long periods. Must have manual dexterity and be able to use a computer terminal. Must be able to see and read small print. Must be able to hear and answer the phone.

DISCLAIMER

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.