

FINANCIAL ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the maintenance and analysis of the general accounting records of the County, in accordance with established accounting procedures and practices. Compliance with Generally Accepted Accounting Principles is required. The incumbent oversees financial transactions, installation and maintenance of computerized accounting systems, payroll procedures and the preparation of reports and fiscal analyses of all county accounting funds. Work is performed under general direction of a Senior Financial Analyst or other higher level employee with leeway allowed for the exercise of independent judgment in planning and carrying out assignments. This position differs from that of Accountant (County) in that the duties involve a broader scope of responsibilities including giving advice on and coordination of specific accounting activities in other County departments. This position involves extensive interaction with other departments to provide information and guidance, development and analysis of accounting systems. Supervision may be exercised over clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs general accounting and treasury duties such as maintaining a general ledger, preparing journal entries, advising supervisors in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;

Assists other County departments in the development and implementation of new accounting procedures and systems in order to provide a clear audit trail of financial transactions;

Prepares a variety of tax, financial and statistical reports and analyses to comply with State, Federal, and local requirements and to provide pertinent information for decision making;

Assists in the organization and preparation of the annual budget including estimation of general county revenues and appropriations;

Coordinates and maintains data processing operations;

Prepares various treasury and accounting related schedules;

Assists in the implementation of new accounting pronouncements;

Reviews, monitors and coordinates general grant and capital accounting activities;

Maintains cash balance information for the entire county;

FINANCIAL ANALYST Cont'd.

2

Assists with investments;
Assists with debt issuance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and terminology of general and governmental accounting;
Good knowledge of financial administration including budgeting and reporting;
Working knowledge of office terminology, practices and procedures;
Working knowledge of business arithmetic and English;
Working knowledge of trends and current developments in the field of accounting;
Ability to review reports, find and define problems, and propose solutions;
Ability to cope with stringent deadlines;
Ability to devise and maintain accounting systems;
Ability to prepare and present complex oral and written reports clearly and concisely;
Ability to plan and supervise the work of others;
Ability to perform close, detail work involving considerable visual effort and strain;
Good judgment;
Accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's degree or higher in accounting, finance, or business administration; OR
- B) Possession of a Bachelor's degree and two years of accounting /auditing experience; OR
- C) Possession of an Associate's degree and four years of accounting/auditing experience.

Accounting - professional level position which involves the art of recording, classifying, verifying and reporting financial data and presenting an analysis or interpretation of their significance. Its function is to provide quantitative information, primarily financial in nature, about economic entities that is intended to be useful in making economic decisions and in making reasoned choices

among alternate courses of action. It includes the preparation of financial statements and schedules.

Auditing - the art of confirming financial statements for the purpose of expressing an opinion that these statements fairly represent the financial condition of the enterprise and its operating results, and further that these statements are presented to conform with generally accepted accounting standards in a consistent manner. Auditing is the art of systematic examination and verification of financial records and documents, and an appraisal of fiscal procedures and operations.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www/cs/ny/gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.