

## **SENIOR FINANCIAL ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves performing professional accounting duties in the development, examination, review, analysis or supervision of general county financial and accounting records. Knowledge of, and ability to research and understand accounting policies and procedures and relevant laws and regulations is required. Compliance with Generally Accepted Accounting principals is required. This position involves the supervision of professional level accounting activities and monitors, reviews and coordinates county wide financial activities including extensive interaction with individuals in other departments to provide information and guidance, development and analysis of accounting systems and information and/or by more complex, specialized accounting work. Work is performed under general direction of a higher level administrative employee with wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Financial Analysts and clerical support staff in the Department of Finance. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements new and revises existing county-wide computerized accounting systems including transaction codes, report balancing, report generation and computer system enhancements;

Designs or assists in the design or revision of general accounting forms or reports;

Monitors data processing problems and oversees correction processes;

Assigns, reviews and evaluates the work of a small number of Financial Analysts and support staff;

Develops, revises and monitors an effective system of county internal auditing control;

Prepares complex financial and statistical reports and resolves errors;

Instructs and advises county accounting staff;

Coordinates accounting functions of other units of County government;

Develops and implements new accounting procedures and systems, both County wide and specific to other county departments, to provide a clear audit trail of financial transactions;

Assists with the preparation of the annual budget including estimation of general county revenues and expenditures;

Implements new accounting pronouncements.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of general and governmental accounting;

Thorough knowledge of financial administration including budgeting and reporting;

Good knowledge of office terminology, practices and procedures;

Good knowledge of business arithmetic and English;

Working knowledge of trends and current developments in the field of accounting;

Working knowledge of the computerized application of accounting systems, both mainframe and personal computers;

Ability to interact successfully with individuals outside of the agency;

Ability to explain accounting-related concepts to staff members having varying levels of expertise, as well as to supervisors and managers;

Ability to review reports, find and define problems, and propose solutions;

Ability to cope with multiple, changing priorities and stringent deadlines;

Ability to analyze and evaluate accounting problems to devise solutions;

Ability to plan and supervise the work of others;

Ability to plan and analyze complex financial and statistical records, reports and statements;

Ability to prepare and present complex oral and written reports clearly and accurately;

Ability to operate a computer terminal;

Ability to perform close, detail work involving considerable visual effort and strain;

Accuracy;

Good judgment;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in accounting, business administration or closely related field and three years of accounting 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.

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