

FINANCIAL ANALYST

GENERAL STATEMENT OF DUTIES: Performs a variety of complex, county-wide budget, accounting and financial analysis duties consistent with Governmental Accounting Standards. Provides budgetary and other fiscal guidance to departments, elected officials. Participates in the County audit process; preparing and providing financial reports. Works under the supervision of the Accounting and Budget Manager.

STATEMENT OF TASKS:

Maintains a complete set of accounting records including financial statements, general ledgers, journal entries and subsidiary ledgers and budget reports;

Performs account analyses and prepares journal entries for asset, liability, revenue and expenditure accounts for assigned funds by compiling and analyzing general ledger transactions, source documents and related accounting information in order to reconcile any discrepancies;

Prepares various financial or statistical reports on a regular basis including budget statements, grant reporting, projections, payroll cost analysis, trust investments reconciliations, federal and state reports.

Provides fiscal and technical accounting expertise to assigned operating departments;

Performs special projects as directed by the Chief Financial Officer or Accounting and Budget Manager;

Analyzes financial and accounting transactions of assigned department to determine feasibility of changes in existing accounting while adhering to approved procedures;

Analyzes and evaluates departmental budget request and prepare budgetary documents, reports and recommendations;

Prepares payment requests by verifying documentation and requesting disbursements including bond debt activity;

Reconciles bank statements with accounting records and identify and resolve any discrepancies;

Assists federal, state and independent auditors in reviewing accounts.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of financial procedures and general accounting practices;

Knowledge of the accounting principles, methods and practices of governmental accounting and budgeting;

Familiarity with the State of Michigan Uniform and Budgeting Accounting Act and OMB Uniform Grant Guidance

Ability to prepare and analyze accounting reports with accuracy and great attention to detail;

Ability to evaluate financial data, develop reports and make appropriate recommendations;

Ability to attend work regularly, work under pressure when faced with meetings deadlines;

Ability to use standard office equipment, computers and associated software, including Excel;

Ability to establish and maintain good working relationships with County Officials, Administrators, and co-workers.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Business Administration, Finance or Economics with a minimum of 20 credit hours in Accounting -AND- two (2) years of professional experience as an accountant.

Governmental Accounting experience preferred.



Human Resources Director

Established: September 24, 2018