

Administrative and Financial Systems Analyst

FLSA Status: Exempt
Safety/CDL Sensitive: No

Created: 21 March 2023
Last Revised: N/A

DEFINITION: Under general supervision or direction, provides analytical assistance in the administration of assigned operations, programs, and projects including financial, contracts, programmatic, internal audit systems and related functions; researches and analyzes programmatic practices and procedures and makes recommendations for organizational, financial, operational, policy, and procedural improvements; conducts analyses, feasibility studies, and evaluations for assigned projects and programs. Administers and maintains a variety of accounts and financial records and provides budgetary forecasts, detailed and complex reports, and modifications. Assist to administer banking relations and other functions throughout the organization. Oversees administration of non-routine purchases, service contracts and construction contracts in coordination with partnering agencies or consultants. Performs a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS: This is the journey level position requiring mastery of financial and analytical tools as appropriate for the agency. Individuals in this class analyze and prepare financial and statistical reports for internal management and external government agency reporting, maintain integrity and integration of major system within the district. Employees within this class are distinguished from the other financial and administrative positions by the performance of the full range of duties as assigned, including managing contracts, administering funds, preparing program budgets, preparing annual financial statements, disbursing expenditures, administering grants, preparing detailed and complex analytical reports, and assist in performing daily banking and investment activities.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Analyzes, reviews and/or prepares financial statements; maintains a variety of accounts to include general ledger and reconciliation of all organization financial transactions, including bank accounts; prepares monthly fiscal reports and special reports relating to the progress of assigned accounts/projects or area of responsibility.
2. Analyzes revenues and expenditures of organization or grant funds; forecasts revenues and expenditures, recommends amendments to the budget as appropriate; prepares final cost estimates for the annual budget, special funds, or grants being sought.
3. Participates in the compilation and preparation of the organization's annual budget; prepares cash flow and expenditure projections and various budget-related forecasts and reports; provides personnel costs from salary projections.
4. Prepares annual financial reports for organization departments or revenue sources; prepares statistical financial reports; prepares necessary work papers for the annual budget.
5. Serve as project or program manager. Initiates solicitations, including requests for proposal and sole source requests to provide materials and services.
6. Analyzes, accounts for, and audits grant monies and special revenues received by the organization; acts as liaison between the division of assignment and grantors; processes requests for funds and ensures compliance with all laws and regulations related to the grant or funding source.
7. Assists in the development of policy and a procedure; may administer and enforces the policy and procedures; trains employees on proper procedures; prepares required reports.

8. Assists managers in the proper classification of revenues and expenditures; provides technical assistance and training to organization staff in matters related to financial accounting, budget administration, and financial and operational performance management.
9. Monitors various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
10. Must maintain confidential information.
11. Recommends and implements changes in accounting, budgeting, and auditing systems and procedures.
12. Assists managers conduct performance audits and deploys analytical tools for evaluation.
13. May supervise technical and administrative personnel.
14. Acting as a liaison to outside agencies and other utilities.
15. Other duties which may be assigned from time to time.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of public sector budget preparation and monitoring and cash management;
- Finance and accounting principles and procedures;
- Intermediate principles and practices of financial auditing;
- Principles and procedures of internal control systems;
- Intermediate principles and procedures of financial record keeping and reporting;
- Principles of advanced report preparation;
- Modern office methods, practices, procedures, and computer equipment;
- Laws, rules, regulations, and procedures applicable to assigned position;
- Spreadsheet and word processing software; and
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to:

- Understand and interpret governmental accounting principles and practices;
- Understand and administer automated financial management systems;
- Prepare and interpret a variety of complex financial statements, reports, and analyses;
- Operate a computer, including a variety of software programs; and
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Administer all aspects of an internal cash control program;
- Train organization staff in appropriate policies and procedures;
- Forecast short term cash flow of organization funds;
- Administer banking relations;
- Examine and verify a wide variety of financial documents and reports;
- Follow written and oral instructions; and
- Establish and maintain effective cooperative working relationships with those contacted in the course of work.

Required Certifications and Licenses: None. Possession of licensing as Certified Public Account (CPA) warrants a special pay allowance of 10% above base pay.

Possession of a valid driver's license or alternate means of travel.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's degree or equivalent from an accredited college or university with major course work in accounting, finance, or a related field **and** four years of increasingly responsible experience involving analytical work in finance, budgets, grants, audit, or investments in the public sector.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Infrequently, the position may be assigned to observe work or assets in an outdoor environment with mountainous terrain. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

