



## **Finance & Accounting Analyst 1**

**Category:** Classified  
**Pay Grade:** C28  
**Job Code:** 10148

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs advanced professional accounting work covering both fiscal analyses and accounting in a multi-fund/multi-account environment; oversees major government financial activities including assessing, planning, analyzing, evaluating, and implementing complex budget, fiscal, accounting, and asset resources analysis covering a broad range of business lines, activities, and processes in a highly automated financial accounting systems environment; provides professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and/or debt management.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Supports senior managers to prepare and administer both strategic and operating finance and accounting plans that include items such as capital improvement programs, annual budgets, budget administration, debt management, and other complex finance and accounting assignments;
- Maintains financial records both technical and fiscal analyses and accounting in a multi-fund/multi-account environment for current and future budget, operations, investments, bonds, fixed assets, grants, and debt;
- Plans and audits transactions related to asset, liability, equity, revenue, and expenditure accounts for compliance with accounting policies, planning, and contractual requirements;
- Conducts analyses of entries, transactions, and accounts having impact on the financial statements for accuracy and tracks the appropriate accrual or adjusting entries;
- Authorizes and makes recommendations or requests for transfers of funds;
- Recommends, requests, and implements changes to existing financial systems for financial statement preparation as may be required by federal, state, County, or department regulations;
- Reviews and monitors budgets, expenditures, and contracts to assure conformity with federal, state, and County laws and regulations, County and departmental procedures and practices, and for economic feasibility;
- Prepares periodic financial reports and other special reports required for federal, state, and internal purposes;
- Works with external auditors, internal auditors, professionals, and experts during the audit process and serves as a professional team member in producing the organization's comprehensive finance, accounting, budget, capital, and operating budgets, forecasts, and reports;
- Assists in updating and developing policies and procedures to ensure the adequacy of accounting controls to permit preparation of financial budgets and accounting statements in accordance with generally accepted accounting principles;
- Researches and conducts studies to make recommendations to management;
- Provides grant support, including related forms and processing; and
- Performs other related job duties as assigned.

## QUALIFICATIONS

### **Education and Experience:**

An Associate's degree in accounting, finance, business, public administration, or related field and four (4) years of professional experience in highly automated computerized system accounting work; or a Bachelor's degree and two (2) years of experience as described above; or a Master's degree and one (1) year of experience as described above; or an equivalent combination of education, training, and/or experience.

### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with training, experience, and certifications related to the assigned agency.
- Other knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge of generally accepted accounting principles, particularly as applied to governmental accounting and financial reporting;
- Knowledge of highly complex and advanced financial reporting practices;
- Knowledge of federal, state, and local laws, rules, and regulations governing budgetary and fiscal policies and contract procedures of County government and ability to research, interpret and apply such;
- Knowledge of highly complex automated financial management systems in a large multi-fund environment.
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements and the needs of internal and external interests;
- Ability to build effective working relationships, organize, lead, and motivate individuals and groups to complete projects, activities, and meet business objectives;
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and information;
- Ability to communicate ideas, findings, and recommendations in a clear, concise manner both verbally and in writing;
- Ability to apply computer applications and software to operate a personal computer, research, analyze, manage budget and performance activities, prepare presentations, reports, and papers, enter and retrieve information, monitor work performed, and communicate to customers and stakeholders;
- Ability to prepare account analyses and reconciliation and determine courses of action to resolve finance and accounting problems.

## PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.