



Finance & Accounting Analyst 2

Category: Classified/Excluded
Pay Grade: C31
Job Code: 18809

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

This is highly responsible professional accounting, technical, analytical and administrative work involving systems, operations, management research, and quality assurance. An employee in this class is responsible for the development, coordination and implementation of work standards, methods, procedures, improvements, assessment, testing and evaluation of processes, procedures and practices in assigned areas and serves as a departmental expert in area of specialty. An employee in this class is also responsible for participating in the accounting activities of a diversified and complex accounting system including, contract compliance, internal/external audit compliance, procedures and financial analysis. Work requires exercising independent judgment in determining recommended courses of action and in the development and presentation of materials, independent application of generally accepted governmental accounting principles and review of financial transactions for compliance with best business practices, laws, regulations, contracts, policies and procedures.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Works on the development and implementation of new and improved plans, procedures, techniques and methods to adjust to changing requirements;
- Assists in developing policies and procedures to ensure the adequacy of accounting controls, ensure accurate audit trails and preparation of financial statements in accordance with generally accepted accounting principles and applicable laws rules and regulations;
- Prepares various periodic and annual financial and other required reports and work papers in compliance with all applicable laws, rules and regulations;
- Pre-audits complex invoices to ensure compliance with contract terms as well as any other applicable laws, rules, regulations, policies and procedures;
- Reviews, analyzes and monitors budgets, expenditures, and contracts to assure conformity with federal, state and county laws and regulations, grant requirements, and county and departmental procedures and practices;
- Conducts analyses of entries, transactions and accounts having an impact on the financial statements for reasonable accuracy and generates the appropriate correcting or adjusting entries;
- Assists in developing and enhancing computerized processing system applications as related to financial operations to maximize efficiency and effectiveness;
- Assists with troubleshooting system problems and testing proposed solutions, as well as testing of new functionality including upgrades, patches, etc; this also includes testing systems for compliance with established policies;
- Defines, analyzes and documents workflows;
- Creates and delivers training courses and presentations to internal and external customers;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

An Associate's degree in accounting, finance, business administration, public administration, or related field and five (5) years of professional experience in recognized accounting work; or a Bachelor's degree and three (3) 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.
- Rotating shift, weekend, holiday, and overtime schedules.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge and mastery of most advanced business practices and procedures including accounting systems, procedures, regulations and source documents including expenditure, revenue, general ledger and related accounting procedures and the interrelationship of internal and external record keeping systems; general bookkeeping, accounting and audit methodology, terminology and standards;
- Knowledge of advanced governmental accounting practices and budgetary procedures; financial accounting, and funded processes for organizations including generally accepted accounting principles;
- Knowledge of and ability to apply data processing principles, methods and practices in a highly complex automated financial management system in a large multi-fund environment;
- Knowledge of federal, state, and local laws, rules and regulations governing financial policies and contract procedures of county government and ability to research, interpret and apply such;
- Skill in exercising considerable initiative, fostering collaboration and teamwork, and demonstrating creativity and innovation leading to improved work processes;
- Ability to organize, communicate and present information effectively in a clear, concise manner both orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to comprehend complex finance and accounting data, independently analyze data and draw logical conclusions;
- Ability to review and evaluate the work of associates;
- Ability to develop and update procedure and operational manuals;
- Ability to train and communicate effectively with all levels of employees;
- Ability to prepare account analyses and reconciliations, determine courses of action to resolve finance and accounting problems and make appropriate adjusting entries.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly 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.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.