TITLE: Financial Analyst FIN/5-213

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: The position is responsible for analysis and reporting of all transactions, while maintaining accurate and complete records, performing physical inventories of the County's fixed assets, maintaining accurate and complete records of these assets, property and casualty insurance, functions related to project management of the CIP and Capital programs for Governmental and Proprietary funds, tracking information related to bonds, and any other requested reports. The Financial Analyst(s) also assists in year-end audit financial reporting and CAFR preparation.

MAJOR DUTIES:

Reporting and Analysis:

- Assists with year-end close, audit schedules for year-end audit, and CAFR schedules and documents in a timely and accurate manner; Analysis of Trial Balance variances at year end;
- Assists in the timely and accurate completion of annual reports required by governmental entities;
- Monthly update and review to Revenue-Expense model forecasting; Monthly analysis of expense accounts;
- Tracking and reporting associated with employee Medical/Dental/Vision Insurance and Workers' Compensation; Cell Phone Program; Transfers In/Out
- Tracking SPLOST projects and reconcile monthly and complete any necessary reporting;
- Preparation of Department of Community Affairs DCA Report;
- Entries including TAVT/LOST/SPLOST and others as assigned or related to task;
- Annual audit of the County Extension Department;
- Monthly analysis reports of fuel allocation and related year-end adjustments;
- Operational Grant Administration – timely and accurate completion of quarterly reports for the operational grants managed by Fayette County, as well as grant management. Assists Grants Analyst with this function;
- Processing, tracking and reporting associated with Property Insurance Claims (other than vehicle claims); Processing of required surety bonds; Participate in the property insurance procurement process; At year-end, verify the receivables and revenues;
- Approve PO requisitions, as needed, via the MUNIS approval process. Research and analyze the monthly open PO report;

Governmental Funds:

- Tracking and journal entries related to CIP and Capital Projects; Provide Senior Financial Analyst with documentation for assets including capitalization, closing projects, and timely capitalization forms;
- Analyzes departmental accounting activity, identifies issues timely and performs research to initiate resolution, including Budget vs. Actual analysis;

- Reviews ledger activity throughout the month and provides month-end reconciliations, reports, and analysis;
- Manage retainage schedules for projects which includes reviewing project invoices.

Proprietary Funds:

- Quarterly meter Revenue adjustments;
- Monthly and Annual Asset rollforward reporting including depreciation, additions, disposals, retirements, transfers for Water System, Stormwater, and Solid Waste;
- Capitalization of assets such as meters, fire lines, donated water lines;
- Water System CIP rollforward schedule including reconciling with the General Ledger, including the WS CIP (construction in progress), Stormwater, and Solid Waste;
- Provide Senior Financial Analyst with documentation for Water System assets including capitalization, closing projects, and timely capitalization forms; as well as, all tracking, expenses, contract information, related to Water System, Stormwater, and Solid Waste projects; Manage retainage schedules for Water System projects;
- Reports to Senior Financial Analysts regarding projects and reporting of projects;
- Entries related to CIP and Capital Projects;
- Entries related to bond payments, sinking funds, monthly bond project reimbursement, debt service payments, and associated wire forms, including monthly reconciliation to the General Ledger; Tracks and manages arbitrage reporting;
- Performs calculations, transfers, and entries related to Water System Reimbursement including R & E; Review Water System Pooled Cash account at month end;
- Analyzes Stormwater Billing, reporting, and associated entries.

Budget:

- Assists Budget Officer to ensure that all necessary budget journal entries, as well as BOC agenda items are accurate and timely;
- Participates in the budget reporting process; prepares necessary schedules and reports used in budgeting.
- Completes Actual and Budget entries as directed by the Budget Officer; works with Budget Officer towards completion of the Budget Document.

Asset Management:

- Manages Vehicle tags and Vehicle replacements; Coordinate the sale and disposal of assets;
- Tracking of fixed assets including inventory and reconciliations.
- Schedules and supervises physical inventory when necessary; Manage annual department asset listings and coordinate with departments for timely and accurate responses;

- Preparation of monthly/annual Asset rollforward reporting including depreciation, additions, disposals, retirements, transfers for Funds Vehicles/Equipment and Governmental assets; Monitor the asset accounts monthly and reconcile to the General Ledger;
- Run monthly depreciation; Breakdown of depreciation by department as year-end; Monthly reconciliation of Sale of General Fixed Assets;
- Review AP records and MUNIS reports for asset additions and reconcile monthly with GL.
- Review AP checks for coding and accuracy;
- Administer Vehicle and Equipment Replacement schedule accurately and manage the approved CIP, including monthly updates to vehicle purchase and enhancement costs.
- Creates Ad Hoc reports and performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of governmental accounting practices.

- Knowledge of governmental budget development and procedures.

- Knowledge of computers and job related software programs, to include Microsoft's Office Suite.

- Skill in critical thinking, analyzing and reporting.

- The knowledge and ability to analyze and process information.

- Skill in public and interpersonal relations.

- Skill in researching and preparing reports.

- Skill in effective oral and written communication.

- Skill in prioritizing and multi-tasking.

SUPERVISORY CONTROLS: The Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, Generally Accepted Audit Standards, Government Finance Officers Association recommendations, accounting and auditing standards along with state and federal laws and regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of varied accounting and financial duties. The work reported in this position is complex. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as analysis and critical thinking.

SCOPE AND EFFECT: The purpose of this position is to monitor assigned funds and tasks related to financial and accounting functions. Success in this position contributes to the accuracy of county financial records, providing accurate and timely reports for informed decision making, the accurate reporting of the government financial statements, and the sound financial position of the government.

PERSONAL CONTACTS: Contacts are typically with co-workers, outside auditors, department heads and administration, outside agencies and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services and to motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a business related field – Accounting, Finance, Business Administration, Public Administration or in a course of study related to the occupational field as approved by the department.

- Sufficient analytical experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years as approved by the department.