



Financial Analyst- Operations Finance

FIN/15-213

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, and any other requested reports. The Financial Analyst(s) also process the County payroll including the required state/federal reports and also assists in year-end audit financial reporting and CAFR preparation.

MAJOR DUTIES

1. 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.
2. Assists in the timely and accurate completion of annual reports required by governmental entities.
3. Performs monthly update and reviews to Revenue-Expense model forecasting; performs monthly analysis of expense accounts.
4. Tracks and reports issues associated with employee Medical/Dental/Vision Insurance and Workers' Compensation, Cell Phone Program, and Transfers In/Out.
5. Tracks SPLOST projects and reconcile monthly and complete any necessary reporting.
6. Prepares Department of Community Affairs DCA Report and other State mandated reports.
7. Makes entries including TAVT/LOST/SPLOST and others as assigned or related to task.
8. Performs annual audit of the County Extension Department.
9. Performs Operational Grant Administration – timely and accurate completion of quarterly reports for the operational grants managed by Fayette County, as well as grant management.
10. Approves PO requisitions, as needed, via the MUNIS approval process. Researches and analyzes the monthly open PO report.
11. Analyzes departmental accounting activity, identifies issues timely and performs research to initiate resolution, including Budget vs. Actual analysis.
12. Coordinates and perform work regarding payroll functions; balance of all payrolls, the disbursement of employee pay, the disbursement of state and federal withholdings, and the disbursement of court ordered deductions; oversees the preparation and remittance of monthly and quarterly reports to the appropriate regulatory agencies; interprets laws, regulations, and policies effecting payroll administration; reviews and balances financial reports for the preparation and distribution of W-2s.
13. Reviews ledger activity throughout the month and provides month-end reconciliations, reports, and analysis.
14. Manages retainage schedules for projects which includes reviewing project invoices.
15. Processes capitalization of assets such as meters, fire lines, donated water lines.
16. Makes entries related to CIP and Capital Projects and provide biweekly reporting.
17. Assists Budget Officer to ensure that all necessary budget journal entries, as well as BOC agenda items are accurate and timely.
18. Participates in the budget reporting process; prepares necessary schedules and reports used in budgeting.
19. Completes Actual and Budget entries as directed by the Budget Officer; works with Budget Officer towards completion of the Budget Document.
20. Manages Vehicle tags and Vehicle replacements.
21. Tracks fixed assets including inventory and reconciliations.
22. Schedules and supervises physical inventory when necessary; Manage annual department asset listings and coordinate with departments for timely and accurate responses.
23. Runs monthly depreciation; Breakdown of depreciation by department as year-end; Monthly reconciliation of Sale of General Fixed Assets.
24. Reviews AP records and MUNIS reports for asset additions and reconcile monthly with GL.
25. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of governmental accounting practices.
2. Knowledge of governmental budget development and procedures.
3. Knowledge of computers and job related software programs, to include Microsoft's Office Suite.
4. Knowledge and ability to analyze and process information.
5. Skill in critical thinking, analyzing and reporting.
6. Skill in public and interpersonal relations and in maintaining effective and cooperative work relationships.
7. Skill in researching and preparing reports.
8. Skill in effective oral and written communication.
9. Skill in prioritizing and multi-tasking.

SUPERVISORY CONTROLS

The Assistant Chief Financial Officer assigns work in terms of very general instructions. The Budget Officer and/or Accounting Manager 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/SCOPE OF WORK

- 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.
- 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.

CONTACTS

- Contacts are typically with co-workers, outside auditors, state officials, department heads and administrators, outside agencies and members of the general public.
- Contacts are typically to give or exchange information, resolve problems and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- 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 workplace 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.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.