



Senior Financial Analyst Finance

FIN/6-198

JOB SUMMARY

This position is responsible for accounting and analytical functions related to payroll processes, revenue and expense modeling, and revenue reporting. This position trains and provides guidance to Financial Analysts and assists in year-end audit financial reporting and CAFR preparation.

MAJOR DUTIES

1. Directs and participates in revenue and expense modeling for General Fund revenues and expenses, including Special Revenue funds and Proprietary funds.
2. Ensures reconciliation of the monthly asset roll-forward reporting related to vehicles/equipment, governmental, and proprietary assets, as well as reconciliation to the General Ledger.
3. Directs and participates in the tracking and reporting of vehicle expenses as part of the Fixed Asset management process.
4. Assists in the process of compiling vehicle and equipment requests and support, as part of the budget process, as well as in making updates to the vehicle/equipment replacement schedule.
5. Manages depreciation tracking, including breakdown reporting for audits.
6. Reviews all assets prior to activation in the Fixed Asset system.
7. Provides support related to payroll processing, including direct deposits and checks and for required reporting, including quarterly and year-end reports.
8. Works with Accounting Manager in the completion of federal and state agency reporting functions; analyzes financial data to ensure compliance with rules and regulations; reviews all financial reports submitted to agencies and ensures timely submission.
9. Provides policymakers and management with accurate and timely financial reporting and information.
10. Assists in the development of policies and procedures for the accurate recording of financial transactions.
11. Works with Accounting Manager on matters related to monthly and year-end closing activities, including table validations.
12. Prepares revenue reporting, including LOST, TAVT, and SPLOST.
13. Reviews revenue receipting prepared by Accounting Technicians.
14. Assists in the preparation and automation of Department of Community Affairs DCA Report.
15. Completes the complex audit schedules, such as accrued leave, payroll liabilities, payroll accruals, and depreciation breakdown.
16. Assists with year-end close; audits schedules for year-end audit.
17. Trains and provides direction to Financial Analysts.
18. Prepares ad hoc reports as necessary, including research and complex analysis.
19. Completes various research projects.
20. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
2. Knowledge of governmental accounting practices, including the principles and practices of governmental accounting, including generally accepted accounting principles, Governmental Accounting Standards Board guidelines, and governmental auditing standards.
3. Knowledge of computers and job related software programs, including Microsoft Office Suite, specifically Excel.
4. Knowledge of the methods and techniques of financial research, analysis, and report presentation.
5. Skill in public and interpersonal relations and in maintaining effective and cooperative work relationships.
6. Skill in utilizing computer software programs.
7. Skill in problem solving and decision making.
8. Skill in management and supervision.

9. Skill in gathering and analyzing complex data.
10. Skill in researching and preparing reports.
11. Skill in oral and written communication.

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, the Georgia Code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state 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 administered and managed in this position is complex. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as the need for analysis and critical thinking.
- The purpose of this position is to create financial reports for decision making purposes and forecasting. Success in this position ensures compliance with specific regulations and requirements, accuracy of county financial records, contributes to informed decision making, contributes to the sound financial position of the government, and contributes to the provision of government services at reasonable rates.

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, provide services, or motivate and influence persons.

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 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 course of study related to the occupational field such as Accounting, Finance, Business Administration, Public Administration or a course of study approved by the department. Accounting or Finance preferred.
- Sufficient 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 two or more years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.