

FINANCIAL MANAGEMENT ANALYST I/II/III**DEFINITION**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not intended to reflect all duties performed within the job.

Under general supervision or direction, provides financial management analysis and analytical assistance in the planning, development, and administration of assigned programs and projects including budget and financial analysis and reporting, grants management and reporting, contract administration, training and development, and/or legislative analysis and regulatory compliance; researches and analyzes programs, conducts needs analyses, feasibility studies, and evaluations, and makes recommendations for program, policy, and procedural improvement related to the accurate reporting of revenues, expenditures, and fund balances and transactions; develops complex accounting and financial systems; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Financial Management Analyst I: This is the entry-level classification in the Financial Management Analyst series. Initially under general supervision, incumbents learn and perform routine duties relating to financial management analysis and programmatic analytical support. As experience is gained, assignments become more varied, complex, and difficult; general supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the position at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Financial Management Analyst II: This is the journey-level classification in the Financial Management Analyst series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Financial Management Analyst III: This is the advanced journey-level classification in the Financial Management Analyst series responsible for performing the more complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Position in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

Positions in the Financial Management Analyst class series are flexibly staffed; positions at the II- and III levels may be filled by advancement from the I-level and the II-level; progression to the II-and III-levels is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (III) the incumbent meeting the

minimum qualification for the classification including any licenses and certifications; and (iv) management approval for progression to the II- and III-levels.

SUPERVISION RECIEVED AND EXERCISED

Receives general supervision (Financial Management Analyst I) or direction (Financial Management Analyst II/III) from assigned supervisory or management personnel. Financial Management Analyst I/II/III may exercise supervision over other fiscal staff

EXAMPLES OF DUTIES - Duties may include, but are no limited to, the following:

Processes, analyzes, and reconciles accounting and financial transactions such as cost allocations, journal entries, and fund reconciliations; reviews, approves, and posts receipts, disbursements, and related financial transactions to the general ledger; prepares, updates, and presents financial reports.

Review all departmental accounting and financial transactions for completeness, accuracy, and appropriate use of funding sources, and adherence to County policies and generally accepted accounting principles; review, investigate, validate and correct errors and inconsistencies in statistical models, financial entries, transactions, documents, and reports.

Performs professional-level financial management analysis and program analysis work in the planning, development, and administration of assigned programs and projects, including budget and financial analysis and reporting, grants management and reporting, contract development and administration, training and development, and/or legislative analysis and regulatory compliance.

Make recommendations regarding funding levels and methods to maximize and leverage multiple funding sources for projects and programs.

Assists in developing and standardizing financial systems, internal controls, and tools and models to improve and continuously monitor the financial efficiency, sustainability, and effectiveness of department operations, programs, and procedures in order to maximize funding, and ensure accurate reporting of the department's financial positions.

Develops and administers budgets for assigned programs; prepares preliminary budget estimates, including revenue projections and forecasting, salary and benefits expenditures, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems and makes budget adjustments; prepared budget reports, analyses, and documents; conducts meetings with management to evaluate revenue and expenditures and keep all parties apprised of issues, challenges, and resolutions.

Assists in the development and implementation of analytical studies that pertain to the short and long-range financial analysis and planning for assigned programs.

Performs a variety of grants management duties, including assisting with writing and submitting grant applications, preparing budgets, and grant administration activities; prepares monthly and

quarterly grant reports; compiles data for grant audits and responds to questions; ensures funds received from grants comply with state and federal guidelines in regard to permissible use of monies.

Monitor contracts and memorandum of understanding (MOU); monitors and reviews claims and expenditures; resolves claim issues.

Reviews existing and proposed local, state, and federal legislation and regulations for fiscal impact on the program services and consults with department staff and management; recommends policy, guideline, and/or procedural changes to ensure compliance with new and pending legislation and regulations.

Represent assigned programs in interdepartmental and/or professional meetings.

Ensure compliance with program, division/department, County, funding agency, and federal, state, and local requirements.

Attends meetings, conferences, workshops, and training sessions; and reviews publications and related material to become and remain current on principles, practices, and new developments in assigned programs.

Maintains and enforces all aspects of confidentiality of client information.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and methods of financial, budgetary, statistical, economic, and procedural analysis; cash management and related financial procedures and controls; revenue, expenditure, and fund balance forecasting; and budget development and administration.

Principles and practices of government accounting, including generally accepted accounting principles pertaining to public and governmental accounting, cost accounting, fund accounting, and financial reporting; and Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards and recommended practices and policies.

Principles and practices of and models and tools used in financial analysis.

Sources of information and analytical processes related to a broad range of programs and services including, but not limited to, budget and financial analysis and reporting, grants management and reporting, contract development and administration, training and development, and/or legislative analysis and regulatory compliance.

Applicable state, federal, and local laws, regulations, codes, and ordinances and County policies and procedures applicable to department, division, and/or programs to which assigned.

Research, quantitative and qualitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.

Recordkeeping principles and procedures.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.

Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

Perform responsible and difficult financial and program analytical work involving the use of independent judgement and personal initiative.

Prepare, maintain, and reconcile financial, accounting, budget, and statistical records.

Conduct research, program evaluation, and various analyses related to assigned programs and services including, but not limited to, budget and financial analysis and reporting, grants management and reporting, contract development and administration, training and development, and/or legislative analysis and regulatory compliance.

Analyze, evaluate, and develop improvements in operations, procedures, policies, and methods.

Perform quantitative and qualitative analyses, interpret, draw conclusions, summarize, and present information and data in an effective manner.

Prepare clear, concise, and complete reports and other written material.

Make accurate mathematical and complex statistical computations.

Establish and maintain a variety of filing, recordkeeping, and tracking systems.

Understand, interpret, and apply all pertinent laws, regulations, codes, and ordinances and County policies and procedures relevant to work performed.

Effectively represent assigned programs in meetings with other County departments, governmental agencies, various business, professional, and regulatory organizations, and in meetings with individuals.

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of training, experience and educational degrees that would likely provide the required knowledge, skills, and abilities is qualifying. Substitutions may be made on a year for year basis. A typical way to obtain the required qualifications would be:

Education:

Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, or a closely related field; and

Experience:

Financial Management Analyst I: At least one (1) year of professional accounting or financial analysis experience.

Financial Management Analyst II: At least one (1) year of professional level accounting or financial analysis experience as Financial Management Analyst I in Glenn County, or two (2) years of professional accounting or financial analysis experience in a private or public entity.

Financial Management Analyst III: At least one (1) year of professional level accounting or financial analysis experience as Financial Management Analyst II in Glenn County, or three (3) years of professional accounting or financial analysis experience in a private or public entity.

LICENSE OR CERTIFICATE

Some positions in this classification may require incumbents to possess and maintain a valid California driver's license, Class C or higher, to carry out job related duties. Individuals who do not meet this requirement due to a physical or mental disability may request a reasonable accommodation.

WORKING CONDITIONS

Mobility- Frequent operation of data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting- Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual -Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity- Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking- Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors- Frequent decision making, concentrations, and working alone; occasional public contact.

Environmental Conditions- Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.

Special Requirements- Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel.