

JOB TITLE: FINANCIAL ANALYST

SUPERVISION RECEIVED: Works under the general direction of the Finance Director who provides general policy guidelines and evaluates performance.

SUPERVISION EXERCISED: Supervision of others is not a responsibility of this position.

POSITION SUMMARY: Provides customer service and support to CSC staff and agency partners. Performs program and financial analysis; formulates and/or implements financial policies and procedures. Assists with overseeing and the preparation of the agency's operating budget; provides technical assistance to Executive Director and Department Directors; develops and maintains financial systems; assists in the preparation of annual financial statements and in the monitoring and management of agency funds.

ESSENTIAL FUNCTIONS/ DUTIES & RESPONSIBILITIES

The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Demonstrates and promotes values, beliefs, and attitudes that achieve goals of the agency and the standards of individual expectations.
2. Responds to customer requests for a variety of financial services.
3. Prepares and analyzes financial information in support of major project plans. Assists in the preparation of the annual agency Comprehensive Financial Annual Report (CAFR). Assists in preparation of information for program directors, program monitors and/or compliance monitors.
4. Assists in the preparation of annual operating budgets including training, coordination, and technical support to the departments; facilitates department discussion to balance resources and requirements in accordance with Oregon State Local Budget Law, Generally Accepted Accounting Principles, and internal agency policies and procedures; directly prepares and provides technical assistance to departments in budgeting and fund management.
5. Conducts training for user groups on a variety of financial concepts, including policies, procedures, practices, and/or systems. Includes group and one-on-one training.
6. Assists with developing and implementing financial policies and procedures for review of accounting services to ascertain the best method for service delivery.
7. Works well with all levels of officials, employees, and the public.
8. Communicates effectively in verbal and written format. Ability to work as a team member to achieve the agency goals.
9. Serves in a lead role for other accounting staff and may review and approve basic accounting processes for accuracy
10. Learns Oregon State Local Budget Law, Generally Accepted Accounting Principles, and statements issued by the Governmental Accounting Standards Board.

11. Accepts and performs other work as assigned.

QUALIFICATIONS & REQUIREMENTS

EDUCATION AND EXPERIENCE: Baccalaureate degree from an accredited four-year college or university with major course work in Business Administration, Finance, Accounting, Economics, Public Administration or any equivalent combination of experience and training that provides the required knowledge, skills and abilities. Additional education of one year may be substituted for one year of required experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Three years of professional experience in financial management, budgeting, accounting, policy analysis, or research, preferably in a governmental or grant-based organization, including data analysis and project planning and management or one year related responsible paraprofessional experience. Regular attendance is a requirement of this position. A professional and courteous manner and an ability to work harmoniously with other employees and the general public.

SPECIAL REQUIREMENTS:

Must pass a criminal history background investigation; however a conviction of a crime may not necessarily disqualify an individual from this classification. Possession of or ability to obtain a valid Oregon driver's license required.

WORK ENVIRONMENT/ WORKING CONDITIONS/ PHYSICAL DEMANDS

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job is typically performed in an office environment under usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.