



Financial Analyst

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
628	Non-Exempt	2 - Professionals	AFSCME	5	10/14/98	1068	1 of 2

DEFINITION: Under general supervision, performs routine to moderately difficult professional level financial analytical work in a variety of areas such as budget, finance, payroll, and treasury; makes recommendations on the basis of completed studies and analyses; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: This is the entry- level of the Financial Analyst classification series. In a staff capacity, analysts in this class perform a variety of routine to moderately difficult analytical work in various management areas including Accounting, Budget, Treasury, and Payroll. Major duties of positions allocated to this class may include continuing assignments of a comprehensive and analytical nature in one or more areas of management. Supervision is initially close and becomes general as experience is gained.

- EXAMPLES OF DUTIES/ FUNCTIONS:** Duties/functions may include, but are not limited to the following:
- Performs a variety of technical and moderately difficult to complex accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, payroll functions, and budgetary functions;
 - performs reconciliation of records and/or accounts of assigned function;
 - reviews documents and verifies accounting entries to ensure accuracy of information and calculations for each account or record;
 - maintains the necessary records/files to support transactions related to area of assignment;
 - prepares, codes, and inputs entries into the District's accounting/payroll systems;
 - advises appropriate individuals of entry errors;
 - compiles and prepares computerized reports/spreadsheets based on District, state, or federal requirements related to area of assignment;
 - provides information to District staff;
 - participates in budget preparation and administration;
 - analyzes and monitors budget expenditures and reconciles fiscal records;
 - explains budget variances;
 - analyzes budgetary, financial, and statistical data and makes recommendations on the basis of conclusions derived from such analyses;
 - assists with internal/external audits;
 - examines supporting documents/records to establish proper authorization and processing of agreements, contracts, grants, and state and federal regulations;
 - communicates effectively both orally and in writing;
 - prepares computerized reports and spreadsheets;
 - builds and maintains positive working relationships with District employees and the public using principles of good customer service;
 - Depending on area of responsibility, the following duties/functions may apply:
 - ensures required payroll deductions are made;
 - computes taxes;
 - calculates/verifies court required deductions;
 - controls payroll and accounts payable check numbering, signing and safety;
 - audits and reviews payroll and accounts payable checks for accuracy;
 - analyzes and verifies monthly financial reports related to area of assignment;
 - adheres to department audit and control procedures;
 - prepares payroll tax deposits, quarterly and annual payroll tax returns, miscellaneous fuel and fuel related tax returns, corresponding journal entries and sales tax returns;
 - ensures accurate general ledger reporting;
 - ensures proper coding of organization account, project and task for accounts payable, billing, cash receipts, and general journal entries;

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- maintains District's benefit administration system;
- may audit and maintain control logs for accounts payable and payroll check disbursements;
- maintains revenue projections, accrual schedules and journal entries;
- assists with control audits;
- accesses and prints daily bank reports;
- performs wire transfer input functions on computer system;
- maintains accounts receivable account information including billing and cash receipt application and perform collections as needed;
- ensures timely receipt of revenues;
- maintains cash management spreadsheets monitoring bank and investment activities;
- balances bank activity to general ledger;
- may assist in maintaining computerized general ledger accounts.

MINIMUM QUALIFICATIONS:

Knowledge Of: Policies and procedures pertaining to the work of assigned department; principles and practices of basic to advanced accounting, finance, or budgeting; computer software systems related to accounting, budgeting, and payroll systems; modern office procedures, methods, and procedures; personal computer word processing/spreadsheet software in a Windows environment; pertinent governmental accounting standards and regulations.

Ability To: Maintain moderately complex financial/statistical data and records; prepare accurate accounting/finance/budget/payroll reports and summaries; reconcile accounts and reconstruct a moderately complex accounting records trail in order to locate and correct errors or reasons for imbalance; perform mathematical computations accurately; operate computer based accounting and/or payroll systems; use independent judgment; analyze and interpret various accounting systems; know and understand all aspects of the job; analyze problems, identify solutions, and make recommendations; communicate clearly and concisely both orally and in writing; identify and interpret technical and numerical information, technical policy/procedures, and governmental accounting regulations; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Education/Training: Equivalent to a Bachelor's degree from an accredited college with major course work in accounting, business administration, economics, or a closely related field.

Experience: Equivalent to two years experience at the technical clerical level in the Finance area such as an Account Clerk, Payroll Clerk or similar position.

License/Certification: None