

Campbell County Job Description

Job Title: Finance/Budget Analyst
Department: Management Services
Reports To: Finance/Budget Manager
Grade: 19
FLSA Status: Exempt-Administrative
Prepared By: Alan Lane
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Approved By: *R. David Laurell*
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SUMMARY

Under general supervision, performs diversified administrative duties and responsibilities demanding the use of numerous and various types of procedures. Problems encountered are routine to difficult in nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As directed by the Finance/Budget Manager, records routine ledger entries ensuring state, federal, and accounting standards described by the auditor of public accounts are followed; Prepares various accounting spreadsheets; Responsible for routine grant administration and ensures proper accounting of grant revenue from State and Federal agencies; Responsible for maintenance of the general ledger chart of accounts; Prepares monthly financial statements; Assists Finance/Budget Manager with annual audit and year-end accounting entries; Assists Finance/Budget Manager with compilation of the County fiscal year budget in conjunction with County Administrator and Director of Management Services for approval by the Board of Supervisors; Provides accounting assistance and routine general budget maintenance for other departments as required; Provides guidance on routine financial matters to department heads; Maintains fixed assets program; Responsible for budget preparation for CIP requests, operating budget requests and carryover Requests; Coordinates processes with the Treasurer; Assists with Accounts Payable and performs vendor registration/maintenance; Takes on moderate to higher difficulty projects assigned from investigation to implementation; Assists Finance/Budget Manager and Director of Management Services on other projects as assigned;

SUPERVISION EXERCISED

No supervisory responsibility.

EDUCATION

Requires a baccalaureate degree;
Additional education and/or training may be substituted where applicable.

EXPERIENCE

Requires three (3) years related experience.
Requires two (2) years supervisory experience.

INTERPERSONAL CONTACTS

Interpersonal contacts both within and outside the organization to obtain and furnish information.
Requires the ability to maintain effective working relationships in order to explain policies and obtain cooperation.

RESPONSIBILITY AND ACCOUNTABILITY

The position has frequent exposure to risk situations; the impact of the incumbent's decision (s) has a moderate effect on the operation of the organization.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to indoor conditions where no hazardous conditions are prevalent.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to engage in activities that involve very little physical strength or endurance. The employee must occasionally lift and/or move up to 25 pounds.

OTHER SKILLS AND ABILITIES

Extensive knowledge of public/governmental accounting and office management;
Comprehensive understanding of mainframe based accounting systems and personal computer based spreadsheet;
Thorough understanding and ability to utilize the county's adopted software platform.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be bondable.

QUALIFICATIONS DESIRABLE

Masters degree in Accounting of Financial Management;
CPA certification.