

PRINCIPAL FINANCIAL ANALYST

FUNCTION OF THE JOB

Under direction, to perform advanced professional work in the development, implementation, and administration of automated financial, accounting, budgeting, business management, investment activities, and/or enterprise resource planning (ERP) on a Countywide basis, departmental quality assurance performance improvement functions, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs advanced level financial analysis to assist departments with the development, preparation, and monitoring of complex operating budgets and capital improvement project requests.
2. Develops and monitors the five (5) year capital projects plan which involves being responsible for establishing and communicating procedures to department management; establishing and monitoring deadlines for the review process; reviewing and modifying project requests for financial impact, reasonableness, and quality; proposing recommendations to the plan for fiscal sustainability; compiling financial summary and narrative materials for department management, the County Executive, the County Board, and the public; and delivering the final proposed capital plan to the County Board.
3. Develops and monitors the County investment policy.
4. Prepares and analyzes property tax billing and collections and settlement reports.
5. Administers enterprise resources planning (ERP) system modules and key line of business applications which includes tax billing, revenue collection, cash/investment management, and continuous improvement/project management.
6. Develops, analyzes, and interprets complex financial and statistical data to determine the costs of positions, programs, grants, labor contracts, interdepartmental charges, or department operations.
7. Develops information with report writing tools for the analysis, modeling, development, and monitoring of departmental operating budgets and program analysis.
8. Evaluates financial programs and projects operations to assess future budget funding needs.
9. Coordinates, reviews, and records complex accounting, budget, or investment transactions; makes allocations to designated accounts and funds.
10. Develops the debt service budget and works with a financial advisor to manage the County's bonds program; coordinates the official statement, ordinances, and bond agency presentation.
11. Develops the County's long range financial plan based on modeling of current and projected economic and financial trends, capital projects and operating impacts, and changes in the operating environment.
12. Develops and monitors County's key statistical monitoring indicators including financial performance and economic environment.
13. Monitors the execution of operating or replacement fund budgets, investigates variances from projected expenditures or revenues, and recommends corrective actions to the County Board, County Executive, department heads and other employees.
14. Designs, implements, reviews, and maintains the county-wide enterprise resource system (ERP) by analyzing business process design and leading system customization and configuration.
15. Troubleshoots and resolves enterprise resource system (ERP) issues and works to continuously improve and streamline business operations leveraging the ERP system.
16. Oversee one or more modules in the ERP such as finance, budget, accounting, payroll, or human resources.
17. Assists in compiling financial data for external auditors and in performing internal audit fieldwork, including program evaluations and reviews.

18. Plans, assigns, reviews, evaluates, and coordinates the work of clerical and other department personnel in accounting, payroll, budgeting, billing, or investment areas, and provides necessary training.
19. Interprets, analyzes, and advises on new financial related laws, codes, regulations, or accounting standards; determines potential impact for the department and makes recommendations for appropriate course of action.
20. Coordinates the State budget review process by conducting programmatic and fiscal reviews of local, state, and federal legislation, identifying and analyzing non-County funding sources, and determining impacts on County budget.
21. Advises on generally accepted accounting principles, laws, codes, and regulations and recommends department tax levy targets, internal control, accounting, and budgeting treatment for financial transactions and procedures.
22. Advises on the application of complex budget policies and procedures.
23. Leads or participates in work groups and coordinates special projects including organizational changes, new service delivery, new planning efforts, new facilities, and new uses of technology.
24. Oversee and coordinates process improvement functions to include developing departmental policy and procedure, recommending business operation improvements, and performing quality assurance reviews.
25. Analyzes and recommends changes in budget policies, procedures, and practices including improvements to the budget process and systems.
26. Coordinates acquisition process for various financially related services from third party vendors.
27. Establishes and maintains effective working relations with employees at all levels within the County, representatives of other agencies, financial institutions, auditors, vendors, and elected officials.
28. May advise division manager, department head, and County Treasurer on investment-related issues, and changes to investment policy.
29. May develop and compile applications for reimbursement of costs incurred.
30. May provide technical advice in the design of financial management computer application.
31. May advise the County Executive, County Board, department heads and committee boards by providing information and recommendations on fiscal impact and cost-benefit analysis of county activities.
32. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of investments, financial markets, and cash management.
2. Comprehensive knowledge of enterprise resource system (ERP) software.
3. Comprehensive knowledge of quality assurance performance improvement principles.
4. Comprehensive knowledge of the principles, practices and procedures of governmental appropriation, budgeting, and financing including capital projects planning, debt issuance, and tax-exempt financing.
5. Comprehensive knowledge of the principles and techniques of financial and statistical analysis and financial modeling and forecasting.
6. Comprehensive knowledge of the modern principles, practices, and procedures of general accounting, payroll management, administration, and management, as applied to governmental entities.
7. Comprehensive knowledge of the governmental budgeting process and fund (governmental) accounting.

8. Comprehensive knowledge of data processing applications as they relate to accounting: spreadsheets, relational database applications, presentation graphics, word processing, governmental accounting applications.
9. Considerable knowledge of modern principles and practices of governmental fiscal reporting and accounting.
10. Considerable knowledge of the principles of auditing in the public sector, particularly as applied to budget development and control, or accounting.
11. Considerable knowledge of modern principles and practices of administration including policy and procedure development and implementation, communications, staffing and financial and management controls.
12. Considerable knowledge of an array of county operations, services and programs being provided.
13. Ability to gather, analyze and evaluate data; maintain accurate and detailed records and prepare comprehensive recommendations and reports.
14. Ability to plan, prioritize, organize complex fiscal data, and effectively carry out a variety of assignments.
15. Ability to utilize word processing, financial and accounting spreadsheet and database applications, presentation tools, and integrated financial systems.
16. Ability to manage multiple priorities with minimal direction, while meeting specified deadlines.
17. Ability to initiate, develop and install accounting and budgeting procedures and to evaluate their effectiveness.
18. Ability to communicate and work within a team environment.
19. Ability to prepare and maintain accurate and complete records and reports.
20. Ability to plan, organize, and review the work of others.
21. Ability to effectively present ideas and concepts to others, both verbally and in writing.
22. Ability to establish and maintain effective working relationships with employees at all levels within the County, representatives of other agencies, financial institutions, auditors, vendors, and elected officials.
23. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business administration, human resources management, public administration, accounting, finance, information systems or a closely related field.
2. Three (3) years of responsible professional work experience in areas of business, human resources, accounting, budget preparation, maintaining expense, revenues, and general ledgers, computerized accounting systems, or quality assurance/improvement.
3. A master's degree in an area listed above may be substituted for one (1) year of the work experience requirement.