

## FINANCE & ACCOUNTING ANALYST

Job Code	Pay Grade
10148	CL20

### Nature of Work

This is advanced professional accounting work covering both fiscal analyses and accounting in a multi-fund/multi-account environment. An incumbent in this class is responsible for major government financial activities including assessing, planning, analyzing, evaluating, and implementing complex budget, fiscal, accounting and asset resources analysis covering a broad range of business lines, activities, and processes in a highly automated financial accounting systems environment. Responsibilities include providing professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and/or debt management. Work involves the independent application of generally accepted governmental accounting principles and responsibility for review of finance, accounting, budgets, or expenditures in activities for compliance with best business practices, laws, regulations, and policies. The incumbent implements administrative requirements and supports finance and accounting budget supplements, amendments and other changes. This work requires initiative and the exercise of sound judgment. The incumbent may direct or supervise other staff. The position reports to a senior manager, supervisor or designee.

### Minimum Qualification Requirements

- Associate's degree in accounting, finance, business, public administration or related field and 6 years professional experience in highly automated computerized system accounting work that includes 1 year team leadership or supervision; or
- Bachelor's degree 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with training, experience, and certifications related to the assigned agency.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Supports senior managers to prepare and administer both strategic and operating finance and accounting plans that include items such as capital improvement programs; annual budgets; budget administration; debt management; and other complex finance and accounting assignments.
- Maintains financial records both technical and fiscal analyses and accounting in a multi-fund/multi-account environment for current and future budget, operations, investments, bonds, fixed assets, grants, and debt.
- Plans and audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance with accounting policies, planning, and contractual requirements.
- Conducts analyses of entries, transactions and accounts having impact on the financial statements for accuracy and tracks the appropriate accrual or adjusting entries.
- Authorizes and makes recommendations or requests for transfers of funds.
- Recommends, requests, and implements changes to existing financial systems for financial statement preparation as may be required by Federal, State of Florida, Pinellas County or department regulations.
- Reviews and monitors budgets, expenditures, and contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility.
- Prepares periodic financial reports and other special reports required for Federal, state, and internal purposes.

## FINANCE & ACCOUNTING ANALYST (continued)

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### Illustrative Tasks (continued)

- Works with external auditors, internal auditors, professionals, and experts during the audit process and serves as a professional team member in producing the organization's comprehensive finance, accounting, budget, capital, and operating budgets, forecasts, and reports.
- Assists in updating and developing policies and procedures to ensure the adequacy of accounting controls to permit preparation of financial budgets and accounting statements in accordance with generally accepted accounting principles.
- The incumbent may lead, direct or actually supervise other staff for subject matter assignments, projects, or on a formal day-to-day basis.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, particularly as applied to governmental accounting and financial reporting.
- Knowledge of generally accepted accounting principles and practices and ability to research, interpret, and apply such.
- Knowledge of highly complex and advanced financial reporting practices.
- Knowledge of federal, state, and local laws, rules and regulations governing budgetary and fiscal policies and contract procedures of county government and ability to research, interpret and apply such.
- Knowledge of highly complex automated financial management systems in a large multi-fund environment.
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements and the needs of internal and external interests.
- Ability to build effective working relationships, organize, lead, and motivate individuals and groups to complete projects, activities, and meet business objectives.
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and information.
- Ability to communicate ideas, findings and recommendations in a clear, concise manner both verbally and in writing.
- Ability to apply computer applications and software to operate a personal computer, research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate to customers and stakeholders.
- Ability to prepare account analyses and reconciliation and determine courses of action to resolve finance and accounting problems.

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Created	EEOC Code	Overtime Code
10/12	Professionals	Classified