



FINANCIAL ANALYST III

JOB DESCRIPTION

Job Title: Financial Analyst III

Job Code: AU130

Pay Grade: 129

Effective Date: October 2007

FLSA: Exempt

Revision Date: July 2020

NATURE OF WORK

Under general supervision, performs a variety of complex accounting and statistical analysis functions in the maintenance of county-wide financial, technical and accounting records; prepares financial statements and required reports.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs professional-level accounting, finance and budget functions and statistical analysis; serves as a technical resource to County staff on a variety of budgeting, accounting, and analytical issues.
- Researches, audits and analyzes accounting and technical transactions to resolve questions and validate data; verifies fiscal accountability and fund integrity for transactions; coordinates accounting and financial reporting for special purpose taxing districts.
- Assures the accuracy, timeliness and quality of County financial activities and work products; monitors documents for accuracy and compliance with Federal, state, and local policies and practices.
- Consults with County staff on financial, technical and accounting issues; researches issues and recommends solutions; provides advice and assistance on technical procedures and account status.
- Coordinates the collection and validation of financial information and the preparation of annual financial reports, including the Comprehensive Annual Financial Report (CAFR); interprets and explains County policies, procedures, rules and regulations.
- Prepares financial statements and special analyses, including research, data analysis, supporting documentation, notes, statistical tables, schedules and other supplemental information as required.
- Coordinates fixed asset accounting functions, including asset inventory; maintains compliance with Revised Code of Washington (RCW) requirements governing County owned property and equipment.
- Supervises, trains, and coordinates the work of assigned personnel; monitors County staff for compliance with departmental policies and procedures.
- Performs a variety of general accounting duties including general ledger maintenance, account analysis, classification of costs and charges, reconciliation, and report preparation.
- Responds to financial inquiries from County departments and employees, outside agencies, and the general public; provides requested information and/or directs inquiries to appropriate personnel.

- Provides technical financial assistance to other departmental staff as required.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

DISTINGUISHING CHARACTERISTICS:

This is the senior-level in the Financial Analyst series. Working independently, incumbents manage complex and specialized County-wide accounting functions, and have a thorough knowledge of accounting and budgeting standards, protocols, policies and procedures in Lewis County.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting or Finance; AND five (5) year's public sector accounting experience, preferably with Lewis County.

A valid Driver's License is required. Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), or Certified Public Finance Officer (CFFO) designation is preferred.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) for Public Sector financial management.
- Washington State Budgeting Accounting and Reporting System (BARS)
- Automated financial systems and software.
- Financial records, reports, and documentation.

Skills in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and County policies and procedures.
- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing public sector financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Coordinating the preparation of County financial reports and statements.

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- Establishing and maintaining effective working relationships with other staff, County departments, and outside agencies.
- Communicating effectively verbally and in writing.