



FINANCIAL ANALYST I/II

JOB DESCRIPTION

Job Title: Financial Analyst I

Job Code: AU140WIP

Pay Grade: 122/125

Effective Date: October 2007

FLSA: Non-Exempt

Revision Date: May 2019

NATURE OF WORK

Under general supervision, performs a variety of accounting and technical support functions on behalf of the Lewis County Auditor's Office; assists in the preparation of financial statements and reports; and performs other related duties as assigned.

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.*

- Provides assistance in preparing the County's Comprehensive Annual Financial Report (CAFR); develops related data; prepares schedules.
- Compiles financial statements in relation to County funds; assists fund accountants in the preparation of financial statements.
- Performs a variety of fixed asset accounting functions; maintains compliance with Revised Code of Washington (RCW) requirements governing County owned property and equipment.
- Retains asset depreciation schedules; annually verifies the location and condition of assets; performs data entry; researches transactions; distributes asset reports and information to County departments.
- Participates in Schedule 16 grant reporting; compiles data and prepares reports as required by Federal and State agencies; assists County accountants with other types of grant reporting as requested.
- Assists in maintaining the general ledger in the County's financial system; posts journal entries; researches and corrects data errors; creates new accounts.
- Performs a variety of general accounting duties including but not limited to 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:

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

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting or Finance; two (2) year's governmental accounting experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Principles and practices of accounting.
- Regulations and standards governing work activities.
- Generally Accepted Accounting Principles (GAAP).
- Automated financial systems and software.
- Financial records, reports, and documentation.

Skills in:

- Performing a variety of technical accounting functions.
- Assisting in preparing County financial reports and statements.
- Posting journal entries and assisting in maintaining the County's general ledger.
- Conducting a variety of fixed asset accounting duties.
- Establishing and maintaining effective working relationships with other staff, County departments, and outside agencies.
- Communicating effectively verbally and in writing.