



FINANCIAL ANALYST I - BUDGET JOB DESCRIPTION

Job Title: **Financial Analyst I – Budget**

Job Code: **B140**

Pay Grade: **122**

Effective Date: **March 2021**

FLSA: **Non-Exempt**

Revision Date: **March 2021**

NATURE OF WORK

Under general supervision, performs a variety of accounting and technical support functions on behalf of the Lewis County Budget Department; assists in the preparation of annual budget 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 planning, designing, and coordinating the implementation, amendment, and monitoring of the County's annual budget.
- Assists in preparing the annual County budget document; reconciles revenues, expenditures, and fund balances against financial statements.
- Conducts budget analyses, assists in forecasting revenues and expenditures, and identifies trends impacting the allocation of budget resources; recommends County budget strategies to the Budget Administrator.
- Assists County departments and offices to establish internal services rates.
- Creates and distributes the County's budget calendar; collects data and information to assist County departments in preparing recommended budgets for presentation to the Board of County Commissioners (BOCC).
- Coordinates budget amendments; prepares hearing notices, agenda item summaries, and resolutions to the BOCC.
- Provides budget information and support to County departments and personnel; provides MUNIS budget training.
- 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.
- Performs a variety of general accounting duties including but not limited to account analysis, classification of costs and charges, reconciliation, and report preparation.
- Tracking, reporting and reconciliation of federal and state grant expenditures and revenues.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

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; AND 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.