

HAYS COUNTY JOB DESCRIPTION

Job Code: 0020
Grade: 114

Prepared by: Treasurer's Department
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Updated:

FLSA: Exempt

Financial Analyst II Treasurer's Office

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision, the Financial Analyst II performs professional financial and accounting analysis of all County accounts and funds in accordance with Federal, State, and Local Government laws and policies, Generally Accepted Accounting Principles (GAAP), and county policies and procedures. The Financial Analyst II collects, analyzes, researches, documents, interprets, reviews and reports financial data. The work involves treating a variety of problems, questions, or situations in conformance with established criteria. The work product affects the design, or operation of the County's financial management and budget. This position affects the economic wellbeing of Hays County.

Responsibilities

- Analyzes and compiles complex financial data for use in weekly, monthly, and annual financial reporting and financial processes. Conducts financial analysis by monitoring, reviewing, and analyzing current and historical financial and budget information.
- Prepares specialized financial reports by preparing periodic internal and external financial documents, supporting schedules, and financial reports.
- Prepares and analyzes complex financial data related to County wide fiscal, grant, projects, payroll, compliance and revenue needs.
- Reviews, prepares and balances cash transactions.
- Maintains county wide unclaimed funds, issues stop payments and voids checks.
- Analyzes and reviews revenue, payroll, compliance and cash entries to ensure proper coding to general ledger accounts.
- Processes, maintains, and monitors financial accounts, files, and reports for compliance, state reporting, general ledger, financial reporting, and revenues.
- Responsible for tracking financial data for state reporting to ensure proper accounting and compliance.
- Prepares financial summaries on a periodic basis for general ledger accounts and sub ledger accounts. Performs general ledger reconciliations, and balances source data in order to verify financial data.
- Creates and initiates ACH transactions
- Verifies accounts and resolves account discrepancies by reconciling transactions and investigating documentation. Makes recommendations from the analysis of accounts.
- Recommends appropriate financial transaction revisions to Treasurer and Assistant Treasurer
- Provides financial data for internal, external, state and federal audits.
- Assists in developing and implementing the general accounting system and procedures.
- Maintains and monitors up-to-date financial reports and files .
- Assists the County Treasurer and Assistant Treasurer as needed by providing information, reports and records as requested.
- Prepares and reviews cash transfers and transactions.
- Reconciles Payables for Payroll and Distribution accounts
- Balances source data to financial reports for verification of financial data.
- Works with County departments to reconcile account-balancing problems.

- Assures the services delivered meet quality and timeliness standards.
- Takes a Countywide perspective in the development of new or the modification of existing financial policies and procedures.
- Provides training to County personnel for accounting procedures as required.
- Performs other duties as assigned.

Knowledge Required

- Professional knowledge of federal, state, and local laws and protocols related to county government specifically public accounting.
- Professional knowledge of the principles, practices, terminology and techniques of public accounting, (particularly governmental accounting), finance, budget, bookkeeping and cash management.
- Professional knowledge of the principles and practices of cash flow analysis, budgeting, and accounting.
- Exceptional knowledge of basic arithmetic, algebra and statistics including add, subtract, multiply, divide, interest, decimals and percents.
- General knowledge of accounting software systems.
- General knowledge of modern business office practices and procedures.
- General knowledge of Hays County regulations, policies, and procedures.

Required Skill

- Professional skill in directing and participating in the various accounting activities.
- Professional skill in following County fiscal policy and procedures.
- Professional skill in maintaining accounting records and report preparation.
- Professional skill in grasping the technical, regulatory and political implications of proposed programs, policies and regulations.
- Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to governmental accounting and budget issues.
- Professional skill in documenting, reading, understanding and maintaining account ledgers and documents.
- Exceptional skill in reviewing and correcting the work of others.
- Exceptional project management skills.
- General supervisory skills.
- General skill in establishing and maintaining effective working relationships with supervisors, co-workers and the public.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- General computer skills.
- General organizational skills.
- General skill in keeping others informed
- General skill in identifying problems and developing solutions.
- General listening skills.
- General skill in planning, assigning and coordinating activities.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Education and/or Experience

- Requires bachelor's degree in Accounting, Finance, Business Administration or closely related area.
- Requires three years' experience in fund, public, or governmental accounting.

Other Qualifications, Certificates, Licenses, Registrations

- Certified Public Accountant, Certified Management Accountant, or Certified Government Financial Manager (CGFM) preferred

Supervision

- The Financial Analyst II is required to satisfactorily perform the above duties and will be evaluated from an overall standpoint in terms of feasibility, compatibility, accuracy, thoroughness, and effectiveness.
- The Financial Analyst II is responsible for planning and carrying out assignments, resolving conflicts, coordinating work with others, and determining the approach and methods to be used.
- The Financial Analyst III and County Treasurer/ Assistant Treasurer, in consultation, develop the deadlines, projects, and work to be done. The County Treasurer/ Assistant Treasurer is informed of

progress, potentially controversial matters, and assists this position with unusual circumstances that do not have a clear precedence.

- The Financial Analyst II trains and provides instruction to other staff members as well as reviews and corrects their work.

Guidelines

The Financial Analyst II uses judgment in locating and selecting the appropriate guidelines such as Hays County policies, state and federal regulations, established precedents, and work directions. This employee may interpret and adapt these guidelines for application to specific cases and problems and demonstrates safety. The employee must make sound, accurate and timely decisions while taking appropriate risks. The employee must be adaptable and a self-starter. The Financial Analyst II must analyze the results and recommend changes. This position must have a strong work ethic. The Financial Analyst II must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of planning, coordinating, and advising on work efforts trying to resolve operating problems by influencing or motivating members of the general public and Hays County departments. The Financial Analyst III meets with contacts in a structured setting at Hays County facilities. The contacts are generally cooperative and working toward mutual goals.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.
- Sit.

Work Environment

While performing the duties of this job, the employee regularly works in an office setting. The employee may travel to various locations throughout the county to perform administrative functions. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The work area is adequately lighted, heated, and ventilated.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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