

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FINANCIAL ANALYST
CLASS CODE: 2014
EFFECTIVE DATE: 2/24/98
MARKET POINT: Based on applicable market study

DEPARTMENT: Various

JOB SUMMARY

Performs routine and complex professional level analytical work relating to finance, budget, administration, organization, and systems for various County departments.

CLASS CHARACTERISTICS

This is a professional financial classification level responsible for operational financial activities throughout the County.

ESSENTIAL FUNCTIONS

Conducts fiscal and administrative analyses for County departments, the Board of Commissioners, and various intergovernmental agencies.
Diagnoses financial problems and proposes solutions.
Coordinates and/or directs the development of annual budgets (operating, supplemental, and capital improvement) for assigned departments and functions.
Prepares historical information, revenue projections, and related information for internal use and distributes this information to the Board of Commissioners and other County administrators.
Maintains fiscal oversight for assigned functional areas within the County.
Reviews and approves departmental expenditures to ensure compliance with budgetary and policy guidelines.
Recommends and implements budget adjustments as required.
Coordinates departmental activities with those of other governmental agencies, underwriters, and rating agencies.
Represents the department and the County in meetings with a variety of public and private organizations and gives presentations when required.
Conducts independent research and analytical studies.
Prepares technical, statistical, and narrative reports.
Writes and reviews grant and funding requests and various intergovernmental service agreements.
Conducts County-wide training programs related to budget planning and administration, strategic planning, cost benefit analysis, and compliance with fiscal and administrative guidelines.
Provides information to the public on an individual or group basis.
Performs County management support activities such as preparing Board agenda items, assessing the financial impact of proposed legislation, and conducting studies at the request of the Board of Commissioners.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Directs the work of others on a project or day-to-day basis.

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KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use standard office equipment; Knowledge of computers and work-related computer applications including word processing, spread sheets, and data analysis programs; Knowledge of principles and practices of budget development and administration; Knowledge of the basic principles of organizational research, financial analysis, general accounting, and fund accounting; Knowledge of the basic principles and practices of public administration; Knowledge of applicable laws, codes, and regulations; Knowledge of record keeping and bookkeeping practices and techniques; Skill in using correct spelling, grammar, and punctuation; Ability to maintain cooperative relationships with the public and other County employees; Knowledge of basic supervisory principles and practices; Skill in compiling budget documents for distribution; and Ability to work without close supervision in standard work situations.

PHYSICAL DEMANDS

Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelor's degree in business, public administration, economics, finance, or a closely related field; and One (1) year professional level work experience performing budgeting and accounting functions.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.