

COLUMBIA COUNTY, OREGON  
JOB DESCRIPTION: **FINANCIAL ANALYST**  
DATE: 05/16/2016

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	041
SUPERVISOR:	Finance Director	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

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**GENERAL STATEMENT OF DUTIES:** Perform advanced data analysis studies with fiscal, budget and programmatic data for a variety of general operational needs, internal control review, and long range planning. Conduct special projects and develop methodologies for on-going analysis as assigned. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Assist in the preparation of the annual budget for the County and component units, including development of annual schedules to meet budget appropriation and mid-cycle deadlines, compilation and verification of budget and programmatic data, and preparation of a variety of analytics and supporting schedules in a manner that ensures continued qualification for the Distinguished Budget Presentation Award from the Government Finance Officers' Association.

Assist in the development and implementation of financial policies and procedures; analyze legislation which may affect County, fund and component unit finances; review division operations for compliance with statutes, rules and regulations.

Monitor revenues and expenditures; develop, prepare, and present comprehensive financial analysis and forecasting of expenditures and revenues and make appropriate recommendations; analyze and prepare long-range projections for various department and fund and operating funds and revenues; coordinates budget and fiscal operations and systems with County departments.

Analyze, evaluate, make recommendations, and prepare requests for fee, rates, and other revenue study requests; plan and conduct special studies and analyses of department and fund rate structures; monitor the implementation of rate revisions; analyze the financial and program impact of rate revisions.

Audit and evaluate contracts, including grant agreements, with terms and conditions and documentation of contract charges and costs.

Evaluate the reliability of financial statements by reviewing journals, payrolls, accounts payable and receivable, bank records, and other financial records.

Manage the cost allocation process which feeds into county and grant budgets including propose improvements in cost allocation methodology and utilization of appropriate specialty tools in its calculation.

Lead the capital improvement process in coordination with multiple County departments; propose improvements in the process and tools utilized; analyze funding sources and financing options, and route this information through appropriate and established oversight bodies and, ultimately, to the County budget; maintain policies consistent with applicable law and accounting practice; develop and enhance tracking tools for capital assets.

Assist the Finance Director with assessments of and improvements in business processes, internal controls and budgeting/financial systems used by the Finance Department as well as those that do/could interface with financial systems and related activities in order to minimize County exposure to a variety of risks and increase operational efficiency.

Keep current on professional and technological trends including federal and state statutes; GASB pronouncements; and best practices in government budgeting, management analysis and fiscal analysis through participation in professional conferences and seminars and other educational activities.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a normal responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in the field of finance, business or related area plus three years work experience in financial or data analysis, preferably in the public or non-profit sector or a Masters Degree in the field of finance, business or related area plus one years work experience in financial or data analysis, preferably in the public or non-profit sector. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of generally accepted accounting principles; knowledge of audit procedures and techniques; knowledge of governmental accounting; knowledge of the principles and practices of public administration.

Ability to prepare and analyze fiscal and statistical data and reports; ability to analyze claims and costs and make determinations of accuracy; ability to analyze issues, procedures and problems and write reports with alternative solutions; ability to interpret and apply applicable federal, state, and local laws, rules, regulations and policies related to financial and performance auditing.

Ability to communicate effectively both orally and in writing.

Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

**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 the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.