Financial Analyst
(Facilities)

Support Staff - Position - Other - Other

Job Number  4600237152
Start Date
Open Date  09/28/2021
Closing Date  12/31/2021

POSITION SUMMARY
The Financial Analyst supports the Finance Manager in all aspects of General Fund, SPLOST funding and budgeting. This position serves as the liaison working with the budget accounting and procurement departments to maintain account/activities set-up, budget transactions, and purchase orders. The Financial Analyst will monitor, record, and report required financial activities. Prepares consolidated internal and external financial statements by gathering and analyzing information from the Lawson system and respective departments. Responsible for providing monthly reports including, but not limited to, expenditure, financial, budget reports for SPLOST & General Fund.

ESSENTIAL DUTIES
• Assists with the management, expenditure, tracking, and development of SPLOST & General Fund Budgets
• Assists the Finance Manager with the completion of the annual budget development process and the development of corrective actions relative to audit findings and state reporting requirements
• Generates financial reports for programs managed by the department
• Ensures that all vendor payments are accurately recorded and supported
• Reviews all Board Action Items that require funding for General Fund & SPLOST projects for accuracy
• Collaborates with Procurement to close out active Purchase Orders with final invoices submitted & reviews monthly General Ledger (GL) reports for accuracy and spending trends
• Assists with compiling the required data and overall budget layout for
Maintains the Lawson Activities module by updating the configuration each fiscal year & ensures timely processing of transfer requests, budget uploads, and account set-up
• Assists with the department's budget development
• Performs variance analysis for the department's budget and provides monthly and quarterly financial reports to the executive director
• Reconciles the department's purchase card and provides a monthly report to the finance manager and the purchasing department
• Provides research and analysis to assist with management decisions
• Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours, and as needed
• Performs other duties as assigned by an appropriate administrator or their representative

Requirements

MINIMUM REQUIREMENTS

EDUCATION:
? Bachelor's degree in accounting, finance, business administration, or other related field required

CERTIFICATION/LICENSE:
? CPA or State Financial Management certification preferred

WORK EXPERIENCE:
? 3 years of school/government accounting or related financial experience required

KNOWLEDGE, SKILLS & ABILITIES
? Knowledge of generally accepted accounting procedures and principles and state audit requirements to ensure all standards are within compliance
? Ability to communicate clearly and concisely verbally and in writing to a variety of audiences
? Proficient in Microsoft Office Suite
? Ability to establish and accomplish goals and objectives
? Ability to work effectively within a complex organizational structure
? Ability to effectively problem solve
? Ability to exercise sound judgment in making critical decisions
? Ability to compile, organize, analyze, interpret and communicate accounting data concisely
? Skilled in collecting, analyzing, organizing, and making calculations and projections with complex financial data
? Ability to understand interrelational databases and use of query tools
? Proficient in Lawson Finance Activity Modules.

**Compensation**

Salary Grade: 129

Salary Range: [FY'21 APS Salary Schedule (All Positions)]

Work Year: Annual

**FLSA Status**

EXEMPT

**Employment Category**

AT-WILL

**Reports to:**

Finance Manager (Facilities)