

**LIVINGSTON COUNTY
JOB DESCRIPTION**

SENIOR FINANCIAL ANALYST – FISCAL SERVICES

Supervised By: Deputy Financial Officer
Supervises: No supervisory responsibility
Department: Fiscal Services
FLSA Status: Exempt

Position Summary:

Under the supervision of the Deputy Financial Officer, is responsible for analysis and preparation of a variety of complex financial, budget and operational information. This position's duties are concentrated in countywide budget development, financial report development, grant financial oversight, complex cost and internal control analysis, and assures compliance with various grant reporting requirements.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Prepares, reviews, analyzes, and submits complex reports, reconciliations, work papers, schedules, tables, and/or statements to and from internal departments, financial institutions, and external agencies. Formulates, develops, and presents solution options and recommendations.
2. Performs duties as the designated grant manager, as assigned by the Deputy Financial Officer, for local, state and federally grants awarded in the County. Maintains knowledge of various federal and state directives and guidelines to ensure compliance.
3. Oversees the preparation of grant applications, development of grant budgets, grant contract agreements and amendments. Monitors revenues and expenditures and ensures reports submitted to the awarding agency are reconciled with the project ledger and County general ledger. Ensures financial activity complies with signed grant agreements.
4. Prepares the annual Schedule of Expenditures of Federal Awards (SEFA) for the Single Audit report as part of the annual audit. Serves as the liaison between the external auditors and department staff relating to grants.

5. Serves as the module lead for the project and grant module of the County's ERP software including administration and configuration of the system, testing application processes, quality assurance, end-user training, development of user manuals, troubleshooting, resolving system errors, assigning end-user roles and permissions.
6. Assists in preparing and administering the County's budget, including revenue and expenditure forecasts, budget development, budget changes, and supporting operational and financial reports.
7. Audits the processes, practices, and related operations of departments to eliminate inefficiencies, ensure proper controls are established, and recommends appropriate changes.
8. Analyzes and reviews financial transactions for compliance with County accounting policies and procedures.
9. Assists with the development and implementation of goals, objectives, policies, and priorities for assigned activities within the department.
10. Provides financial support to County departments as directed, including but not limited to, financial analysis, budget development, and developing rates and chargebacks.
11. Analyzes, reconciles, validates, complies and calculates a variety of complex financial data, information and transactions.
12. Responds to audit requests or requests for information from other agencies that require a full working knowledge of accounting principles and practices.
13. Prepare, review, and assist with County department budget transfers and budget amendments as directed.
14. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in accounting, finance or related field and five years of progressively more responsible experience in municipal finance or accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Considerable knowledge of the principles and practices of governmental accounting procedures and guidelines, auditing principles, financial and operational controls and Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of applicable local, state and federal laws, rules and regulations, researching financial discrepancies, preparing financial reports and documents and analyzing and interpreting financial information.
- High-level Skill and independent judgement in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating complex financial concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, use discretion, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, Elected Officials and the public.
- Ability to handle multiple assignments concurrently, assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite and financial applications, and the ability to master the County's enterprise resource planning software system and related technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.