

BUDGET AND FISCAL ANALYST

General Statement of Duties

Performs difficult professional accounting, budgeting and fiscal control work in the organization; serves as Deputy Finance Officer.

Distinguishing Features Of The Class

An employee in this class performs a variety of accounting tasks including general ledger maintenance and budget development and administration, financial analysis and reporting, internal controls and audit, and related fiscal activities. The employee performs bank and accounts payable reconciliations, prepares a variety of financial reports, issue purchase orders, performs grant accounting, prepares and budget and capital budget in concert with the Town Manager, and serves as Deputy Finance Officer for the organization with authorization on Town bank accounts for cash management and check signatures. Initiative and independent judgment are required, as well as considerable knowledge of the budget process, professional accounting principles and practices, and organizational services, and knowledge of specialized fiscal software. Work is performed under general supervision and is evaluated through conferences and review of documents for accuracy, internal customer service, and timeliness of activities.

Duties And Responsibilities

Prepares departmental budget worksheets; sets up worksheets and formats for compilation of data for budget and financial documents which clearly communicate spending, revenue and program services; works with staff on budget development and projections; enters data and verifies to ensure compliance with organization guidelines; verifies data on salaries, position counts and fees; reviews budget requests for completeness and accuracy; prepares capital improvement plan budget segment; evaluates carry over funding on grants; creates budget amendments.

Writes budget message and coordinates publication of budget document; presents budget to the Board.

Performs general ledger maintenance; performs journal entries; performs cash management and investments.

Reconciles bank accounts and accounts payable; issues purchase orders; prepares a wide variety of financial reports; performs grant and special project accounting; maintains security of the Town credit card; audits credit card purchases and other accounts as needed.

Backs up the Town Manager in banking activities and correspondence; serves as Town check signatory.

Provides evaluation, applications development and user support on specialized financial software; converts/inputs existing documents into specialized software.

Reconciles credit card receipts and bills with grants and budget line items; establishes and maintains spreadsheet for purchases with budget code and sales tax.

Researches and compiles data and prepares a variety of financial analyses and reports.

Backs up other staff in accounts receivable, payroll, and other financial activities.

Assesses internal controls and performs or participates in internal audit activities.

Compiles budget document; ensures that decisions made at various stages are documented and implemented through the document; prepares charts and tables for budget presentations; verifies fee schedules.

Processes budget amendments from departments; reviews for accuracy and adherence to budgetary guidelines and funding; monitors budgets during the year to ensure that budget adjustments are within guidelines; documents approvals.

Coordinates with external auditors to determine that information and materials needed for audit are ready by specified dates.

Serves as Clerk to various Town Boards and Committees.

Additional Job Duties

Backs up other staff as needed.
Performs related duties as required.

Recruitment And Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices and techniques of governmental finance, budgeting and accounting, and of federal, state, and local laws and policies governing fiscal operations including knowledge of fund accounting.

Considerable knowledge of the application of information technology to the work including spreadsheets, specialized financial software, data base management and of presentation software.

Considerable knowledge of research methods and techniques.

Considerable knowledge of Generally Accepted Accounting Principles, GASB, and related principles and practices.

Knowledge of municipal services.

Skill and accuracy in compiling, reviewing and monitoring budget and financial information.

Skill in the organization of a volume of materials for clarity and accuracy.

Skill in internal customer service and collaborative conflict resolution.

Skill in problem, data, and trend analysis.

Ability to maintain established accounting and control standards for local government.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to use independent judgment in the analysis of budget materials and programs and services.

Ability to establish and maintain effective working relationships with department administrative staff and employees.

Ability to analyze administrative problems, to make sound recommendations as to their solution, and to prepare working procedures.

Ability to express ideas effectively orally and in writing.

Ability to carry out brief general instructions effectively and with dispatch.

Ability to organize work for efficient processing, set and follow effective work priorities and meet established deadlines.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with major coursework in accounting, public or business administration, or closely related field, and experience in budgeting and financial reporting and analysis; or an equivalent combination of education and experience.

Special Requirement

Prefer Certified Finance Officer from the NC School of Government.