



## County of Berks POSITION DESCRIPTION FORM

|                        |   |  |                                  |
|------------------------|---|--|----------------------------------|
| <b>Position Title:</b> | Sr. Financial Analyst                             |  |                                  |
| <b>Department:</b>     | Budget and Finance                                | <b>Reports To: (Title)</b>                 | <b>Financial Manager, Budget</b> |
| <b>Effective Date:</b> | May 2018  | <b>Revision Date:</b>                      | November 26, 2019                |
| <b>Wage Category:</b>  | <input checked="" type="checkbox"/> <b>Exempt</b> | <input type="checkbox"/> <b>Non-Exempt</b> |                                  |
| <b>EEO-1 Category:</b> | Professional                                      | <b>Union Classification:</b>               | N/A                              |

### POSITION SUMMARY:

This position is primarily responsible for multiple Human Service, Enterprise, General Fund, and Agency Funds budget review, evaluation and monthly monitoring including evaluation of relevant weekly budget transfer and appropriation requests. This position performs timely, monthly, reviews of assigned department revenues and expenditures with detail variance analysis and explanation. This position works directly with department heads, fiscal officers and Controller department staff in the process of analyzing any budget to actual variances. This position will provide data support for the development of the annual cash flow forecast as it pertains to assigned departments. This position will be responsible for cash flow monitoring including variance analysis and assuring timely compliance with departmental agreements that impact cash flow. This individual is expected to make budget and cash flow recommendations, by analyzing financial transaction data in accordance with GFOA budget guidelines and generally accepted government accounting standards, as they relate to revenue and expenditure recognition. This position will perform unit costs analysis, performance metrics calculations, ROI, breakeven, lease versus buy analysis. This position is expected to properly identify and distinguish between operating and quasi-external transactions, which is necessary for the accurate projection of year end fund balance. This position is responsible for grant compliance and monitoring as it impacts expected revenues and cash flows for assigned departments. This position works directly with directors and fiscal officers to recommend accounting changes that enables a timely financial close, improves the accuracy and reliability of transaction accounting and related financial data. This position is expected to assist in the supervision and review of the work of various departments' fiscal officers and fiscal support staff.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Works directly with budget manager, department heads and fiscal officers to develop and maintain an annual budget for all general fund and agency departments. Prepares monthly, quarterly analysis that: monitors impact of changes in funding certifications on budgeted county match, ensure accuracy of booked receivables and payables and projected year end fund balances. Reviews budget to actual, on a monthly basis, of revenues and expenditures and contacts directors and Fiscal staff to obtain explanations

- for the variances. Maintains complex and technical budget and budget progression records that support annual budget development and proactive decision making. Monitors grant compliance as it pertains to revenues, expenditures and cash flows.
2. Converts annual budget information to cash basis for cash flow forecasting. Maintains analysis that supports the development of the annual cash flow forecast, as it pertains to assigned departments. Monitor the actual results to plan, on a monthly basis with relevant variance analysis. Ensure reimbursement agreements with departments are billed and received when expected.
  3. Provides guidance to fiscal officers within the various departments and provides the necessary technical expertise to ensure the accuracy of financial information forwarded by them to the Controller office. Communicates adjustments to be made, if any, to the Deputy Controller and makes accounting recommendation that enable timely, efficient, accurate, financial closes.
  4. Monitors on-going compliance with Commissioner and budgetary mandates within the assigned work areas. Monitors on-going compliance with generally accepted government accounting principles and regulatory and legislative changes as they relate to revenue, expense, operating and quasi-external transactions.
  5. Maintains analysis of amounts due the general fund by assigned departments and ensures reimbursements are received when expected.
  6. Reviews the work of various accounting positions as it relates to assigned departments. This includes journal entries, invoices to outside agencies, reconciliations between invoices and general ledger, proper posting of transactions and financial statements.
  7. Create, maintain and review complex financial analysis and schedules for various functions within the county, such as fringe benefits expense, position control, ad-hoc analysis used for Union negotiations, cost statements, and cost-accounting allocations.
  8. Create and maintenance financial analysis that supports staffing levels, build verse buy, ROI, breakeven analysis, in source verses outsource decisions, department performance metrics, six sigma financial impact statements.

### ***Non-Essential Functions***

Other Fiscal projects as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in accounting, finance or business with emphasis in accounting.
- Four (4) plus years recent experience in public sector financial accounting and/or budgetary analysis or related private sector experience. Applicable experience and training may be substituted for any requirement at the discretion of the Director of Budget and Finance.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of generally accepted government accounting principles as they pertain to fund accounting.
- Ability to analyze complex financial related activities.
- Ability to analyze Regulatory Acts and translate the economic provisions into budget dollars and related general fund impact.
- Significant experience with export and query functions of enterprise financial software packages.
- Accomplished user of Excel, and Power Point to create financial analysis, including creation of pivot tables and use of import function. Experience with the use of ERP platforms for financial analysis and budgeting.
- Extremely organized and attention to detail.

- Ability to multitask and reprioritize goals and deliverables on a daily, weekly basis.
- Excellent oral and written communication skills.
- Ability to collaborate on projects and teams or committees.
- Ability to work independently.
- Ability to handle stress.
- Physical presence in the office is required.

**PHYSICAL DEMANDS:**

- Eyestrain - Long periods of time looking at a computer screen.
- Long periods of sitting are required when analysis must be completed.

**WORKING ENVIRONMENT:**

Office environment

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*