



FINANCIAL/BUDGET ANALYST JOB DESCRIPTION

JOB TITLE: Financial/Budget Analyst	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Finance Director
PAY GRADE: 130	DEPT: 1300 Finance	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for analyzing and monitoring financial and budgetary data, assisting with the daily operations of the Finance Department, as well as assisting the Finance Director in matters related to budget development and oversight, procurement and miscellaneous financial analysis projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with developing, reviewing, printing, implementing and monitoring the annual budget.
- Assists with the preparation of the annual audit work papers.
- Monitors and records the receipt of Village revenues and conducts a monthly review to assure revenues are tracking according to budget projections.
- Prepares, monitors and records all lease agreement payments.
- Prepares bank reconciliations and other various general ledger account reconciliations.
- Coordinates grant applications, status reports and submittal of request for reimbursement and maintains files for recordkeeping and auditing purposes.
- Provides monthly analysis of the Village's budget comparing actual to projected revenues and expenditure and prepares variance analysis as required.
- Reviews, posts batches and scans cash receipts and backup documentation for all departments. Prepares and processes cash receipts batch for Finance Department.
- Prepares monthly journal entries.
- Conducts research and prepares reports on special projects as needed.
- Assists with the preparation and processing of payroll as needed.
- Maintains Fixed Assets including entering additions and retirements, processing depreciation and reconciling fixed asset module to general ledger and conducts the annual fixed asset audit.
- Prepares and tracks expenditures related to Declared Emergencies. Works with FEMA and insurance carriers for reimbursement and auditing of claims.
- Assists in year-end closing of financial records, audit schedules and preparation of ACFR.
- Analyzes current accounting data and program information to ensure compliance with governmental laws and regulations.

OTHER DUTIES

- Conducts various financial analysis projects under the direction of the Finance Director and/or the Assistant Finance Director.
- Responds and is available for post emergency events as needed
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:**Education and Experience:**

- Bachelor's degree in public administration, accounting, finance or business administration or related field with two (2) years experience or Associates Degree with four (4) years experience. Experience should be progressive responsibilities in governmental accounting procedures and financial analysis or professional financial/accounting experience
- Any related equivalent combination of education, training, certification, and/or experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of governmental accounting methods, maintenance of fiscal records and established procedures in a public agency.
- Knowledge of GAAP (generally accepted accounting principles), practices and methods of budget analysis and cost control.
- Knowledge of Government Accounting Standards Board (GASB) Codification of Government Accounting and Financial Reporting Standards.
- Considerable computer knowledge with Excel, Word, Outlook, and knowledge of or ability to learn mainframe accounting packages, such as HTE, AS400/Naviline, Laserfiche, payroll software such as gatekeeper or other software packages.
- Excellent analytical, written and verbal skills.
- Working knowledge of audits.
- Ability to organize and schedule multiple projects and meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors and other employees.
- Ability to communicate effectively orally and in writing.
- Completes required FEMA/NIMS ICS training as well as ongoing training to remain up to date on required documents for claims submittal.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear, listen and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to

10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down.

Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead, and turn fully from a fixed stance. Employee must be able to drive a Village vehicle.

TOOLS & EQUIPMENT USED:

Computer, calculator, copier, scanner, telephone and other commonly used equipment related to position.

ENVIRONMENTAL CONDITIONS:

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.

While performing the duties of this job, the employee rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; criminal, DMV, and credit background check; oral interview and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB DESCRIPTION HISTORY:

Created: 3/1998

Revised: 07/23/07, 10/29/08, 08/26/13, 07/27/15, 02/12/18, 07/08/24