

FIRE DEPARTMENT
SANTA CLARA COUNTY

FINANCIAL ANALYST/ACCOUNTANT

DEFINITION

The Financial Analyst/Accountant reports to the Director of Business Services or his/her designee. The incumbent is responsible for performing complex accounting and financial tasks requiring independent judgment and the ability research, analyze, investigate, audit and report on technical issues handled by the Business Services Office.

This classification is a Fair Labor Standards Act exempt, unrepresented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

The classification of the Financial Analyst/Accountant is distinguished from the higher classification of Principal Financial Analyst/Accountant in that the latter is responsible for more complex professional accounting duties and performs more complicated assignments with increased independence.

EXAMPLES OF DUTIES

General duties may include, but are not limited to the following:

- Perform moderate to complex tasks in governmental accounting and budgeting, statistical and financial analysis, and financial reporting.
- Prepare financial statements and other external financial reports and supporting documentation.
- Prepare journal entries and budget transfer entries.
- Review records of payroll, accounts receivable, accounts payable, expenditures, and income; confirm expenditures are made in accordance to contractual requirements and procedures.
- Prepare and enter correcting and adjusting journal entries to update the general ledger and other financial reports.
- Review the operating budget and expenditures on a periodic basis.
- Reconcile various asset and liability accounts.
- Perform special accounting procedures required by special districts, agencies, and grants.
- Work with divisions to define, prepare, and provide information for management purposes.

EXAMPLES OF DUTIES (continued)

- Assist in the preparation, publication and distribution of the annual financial statements and the comprehensive annual financial report.
- Review and analyze financial records for accuracy and completeness; prepare corrections as necessary.
- Participate in the annual financial audit by external auditors or in any other periodic operational audits; maintain and document pertinent information that supports financial operations and reports.
- Participate in the preparation and monitoring of grants cost recovery claims and reimbursement programs.
- Responsible for the accounting and reconciliation of fixed assets and construction in progress.
- May assist with the costing and evaluation of proposals related to labor negotiations.
- Act as lead for the Business Services Office and review the work of other staff.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Bachelor's degree in business administration, accounting, or an approved related field or coursework, with a minimum of 12 semester units in accounting, finance or auditing.

and

Two years of full-time accounting, financial analysis or audit experience.

Additional work experience in a full-time position performing accounting or audit related work may be substituted for the educational requirements on the basis of one year of experience for four semester units in accounting, financing or auditing beyond the two years of full-time accounting or auditing experience.

Highly Desirable: Special training, education, and/or certifications in accounting related fields are highly desirable. Experience in an accounting position with a public agency. Experience with on-line financial systems. Training in computerized software programs including Microsoft Office suite.

Knowledge Of:

- Generally accepted accounting principles, practices, and procedures.
- Laws and regulations governing fiscal accounting.
- Automated online accounting and financial reporting systems.

Knowledge Of: (continued)

- Methods, practices, and terminology of financial accounting.
- Acceptable accounting principles and practices, including governmental accounting as established by GASB.
- Application of local government accounting procedures and systems.
- Audit principles, techniques and procedures.
- Customer service principles.
- Internal financial control practices.
- Payroll functions and procedures.
- Computers and software packages related to financial record keeping spreadsheets word processing and database software. i.e. enterprise financial system and standard Microsoft Office suite (specifically Word and Excel).
- English language structure including correct English usage, rules of composition, spelling, grammar, and punctuation.
- Basic to complex mathematics.

Ability To:

- Implement effective use of electronic data processing applications in all aspects of the job.
- Analyze and apply federal, state, and local laws and regulations pertaining to accounting and auditing work.
- Exercise a high degree of independent judgment.
- Analyze problems and prepare effective written and oral reports.
- Analyze work processes and suggest work improvements.
- Prepare a variety of financial statements, reports and analyses.
- Analyze and interpret financial and accounting records.
- Communicate clearly and concisely, both verbally and in writing.
- Deal tactfully and courteously with others.
- Establish and maintain effective working relationships with those contacted in the course of work, including co-workers and the public.
- Effectively handle multiple priorities, organize workload and meet strict deadlines.

Ability To: (continued)

- Interpret rules, regulations, policies, ordinances, and laws as pertain to assigned job functions.
- Apply principles, methods, and practices of accounting.
- Perform a variety of finance and accounting related assignments.
- Prepare clear and comprehensive fiscal analyses and reports.
- Develop and document detailed technical and more generic, District wide fiscal procedures.
- Plan and organize responsibilities so that fiscal matters are dealt with appropriately and correctly and reports are produced in a timely and accurate manner.
- Use office equipment such as computer, printer, scanner, calculator, fax machine, ten-key by touch, etc.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public.
- Work independently and as a team member.
- Recognize and set priorities and meet deadlines.
- Exhibit critical thinking and problem solving skills.
- Work independently with minimum supervision and be a lead to the Business Services Associate II, Business Services Associate I, Office Assistant and/or extra-help.

Working Conditions/Physical Demands: Work is generally performed in an office environment; contact with employees, retirees, vendors and the public. The position requires prolonged sitting and intermittent standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive and fine coordination hand movement. The incumbent must be able to lift, push, and pull files, paper and documents weighing up to 25 pounds.

Required License: Possession of a valid, appropriate state of California driver's license.

Pre-Employment Requirements: The candidate will be required to complete a Live Scan fingerprint, background check, and medical examination.