

## **SAMPLE JOB DESCRIPTION**

Class Title: FINANCIAL ANALYST I

Department: Management & Budget/Fiscal Services

Reports To: Supervisor I or II – Fiscal Services

Occupational Category Code: Professional

### **A. DESCRIPTION**

#### **JOB SUMMARY**

Under general supervision, is responsible for functions of the accounting and budgetary process. Using established procedures, analyzes departmental fiscal data, programs and operations. Applies fundamental fiscal concepts, prepares written and oral budgetary recommendations for implementation in department budgets. Assists departmental management staff and other personnel in technical budgetary matters during budget hearings, finance meetings, and in the general preparation and administration of the budget. Prepares short and long range budgetary projections utilizing economic forecasting and financial analytic techniques to assess the impact of budget changes and legislative requirements. Utilizes current organization-wide and/or department specific software to complete assignments.

#### **SUPERVISION EXERCISED**

May provide guidance to interns and other support staff.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

Provides fiscal and organizational advice to representatives of assigned departments regarding projected programs and objectives according to established budgetary procedures.

Provides assistance to representatives of assigned departments in the formulation of departmental budget requests, including necessary documentation, investigation, and related budget impact studies.

Analyzes and evaluates departmental budget requests to prepare budgetary documents, reports, and recommendations.

Attends budget hearings and as needed presents fiscal data of assigned departments.

Compiles budgetary and fiscal data received from assigned departments to prepare revenue balance statements and historical comparisons of departmental expenditures with requested appropriations.

Provides technical assistance to assigned departments on budget issues in current or proposed programs.

Prepares Fiscal Reports and presents them to management including financial impact statements relating to proposed legislative action and grant applications and awards. May present reports to Board/Management or Standing Committees.

Class Title: Financial Analyst I

Prepares charts and diagrams showing prior, current and projected revenues and expenditures to provide a basis for comparison and evaluation.

Monitors newly mandated Activities emanating from the State legislation to ensure adequate state financing as required by the Michigan Constitution.

Evaluates and reports on deviations of departmental authorized practices and procedures.

Using data processing capabilities, prepares reports analyzing specific aspects of department structures, functions and operational procedures and recommends ways to improve efficiency and/or effectiveness.

Utilizes various computer financial information systems in the preparation of analyses, evaluation and reports relating to assigned areas.

May research, evaluate and recommend rates for recovering and/or distributing charges for services rendered to departments and/or outside agencies.

Utilizes current organization-wide and/or department specific software to complete assignments.

## B. QUALIFICATIONS

### EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS & ABILITIES

#### A. Education and Experience Requirements

1. Possess a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Accounting, Economics or related field.
2. Have one (1) year of full-time work experience in financial analysis, business administration, general accounting, cost accounting, economic analysis, systems analysis, personnel administration, or related area.

#### B. Knowledge, Skills & Abilities Requirements

1. Reasonable knowledge of budgetary management and accounting principles, and procedures.
2. Reasonable ability to utilize current word processing, spreadsheet, database, e-mail and Internet software.
3. Knowledge of program analysis and evaluation.
4. Ability to utilize computer software to provide fiscal analysis.
5. Ability to make routine decisions in accordance with policies and procedures.

6. Ability to plan and complete assignments within deadlines.
7. Ability to recognize and correct departures from budgetary practices and procedures.
8. Ability to initiate improvements in budgetary operations.
9. Ability to follow complex oral and written instructions.
10. Ability to prepare and present complex and written and oral reports.
11. Ability to perform standardized and statistical computations.

C. Physical Demands

1. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, controls and/or PC equipment, and reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
2. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
3. The noise level in the work environment is usually quiet and, at all times is within safe OSHA decibel constraints.