

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Business Analyst 2		C	4	2	Exempt
POSITION TITLE:	Budget and Financial Analyst		POSITION#:	500367	
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Revised	Date:	10/25/2022		
SERVICE TYPE:			NON-REP CONFIDENTIAL		
Employee Nam	Vacant	Department:	Financial Services	Supervisor:	Chief Financial Officer
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

This position provides budget and financial support to large, complex County Departments for the overall management of their approved budgeted resources. The goal of this position is to help each Department reach their specific goals and objective, while still maintaining a high degree of accountability, compliance, and financial efficiency. This position is assigned to support the Public Works Department; Natural Areas, Parks & Events Department; Community Development Department; and nine separate County Services Districts. This position reports directly to the Chief Financial Officer and is part of the Financial Service Department management team in developing, implementing and maintaining strategic initiatives related to internal controls, process improvement, and risk management that have an impact on the entire County

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	<p>MFA: Budget Support and Analysis</p> <p>Essential Duties:</p> <p>Provide budget support and analysis to larger, complex County Department and/or Service District through the following duties:</p> <ul style="list-style-type: none"> • Serve as budget liaison between the Financial Services Department and the assigned County Department and/or Service District in both the development and execution of their biennial budget; • Provide communication and direction to staff in all aspects of departmental budget preparation and monitoring; • Analyze budget proposals; anticipate future budgetary needs and impacts; monitor and understand financial trends; and promote financial sustainability; • Provide complex cost and budget analyses that effectively forecast revenues and expenditures for the various programs/services in which the Department administers; • Develop fiscal impacts for new or enhanced services or responsibilities; • Participate in the strategy development and calculation of costing for labor negotiations and/or budget development; • Assist in the writing and review of budget presentations to the Budget Committee, and preparation of the final approved budget document; • Provide periodic and ad-hoc budget reports that provide Department management with up to date status of the approved budget; • Coordinate with Human Resources Department to ensure all Department positions are in alignment with budget; • Review proposed position changes or new positions requested (permanent, limited-duration, or temporaries), to ensure there are sufficient budget resources to adequately finance the proposed action; 	40%

	<ul style="list-style-type: none"> • For any permanent changes to position that go outside of the current approved budget, develop fiscal impacts to be reviewed and approved by appropriate authority; and • Coordinate with Financial Services Department Grant Manager and Department staff on any new or extended funding in which the county submits grant applications. 	
2	<p>MFA: Financial Support and Analysis Essential Duties:</p> <p>Provide financial support and analysis to assigned County Department and/or Service District through the following duties:</p> <ul style="list-style-type: none"> • Provide consultation and technical assistance in accessing and navigating services provided by the Financial Services Department – procurement, payroll, billing, payables, etc. As necessary helps troubleshoot issues that may arise in service delivery; • Work with Department subsidiary systems to ensure alignment and reconciliation with the General Ledger. As needed, completes journal entries to maintain accurate and correct reporting and provides monthly closing and reporting for department including review of monthly financial statements; • Provide financial information and reports to boards, advisory groups or adhoc committees; • Ensure accuracy of financial information by identifying and resolving discrepancies and prepare corrective entries. Including invoices, cash receipts, interfund and other source documents for proper authorization, adequate documentation and appropriate account numbers; • Ensure all relevant financial processes and reports are in compliance with generally accepted accounting principles, State and Federal regulations, and are completed timely and accurately; • Establish payment and reporting schedules for grants and contracts, ensure appropriateness of payments subject to grant restrictions; develop reporting format and compile report documentation. Coordinate spending of multiple grants; • Review, analyze, and adjust financial information, as necessary, in preparing the annual financial statements; and • Prepare annual reports and documentation required for audit and year end closing. 	40%
3	<p>MFA: Internal Controls, Process Improvement, and Risk Management Essential Duties:</p> <ul style="list-style-type: none"> • Coordinate with other Budget and Financial Analysts to identify internal control issues and work in collaboration to develop solutions to processes or systems that effectively mitigate risk in all County Departments; • Conduct periodic internal audit reviews, compliance monitoring, and period checks on accountability measures to ensure Departments are operating efficiently and effectively; • Analyze, recommend and implement budget and financial policies and procedures for improvement, efficiency and professionalism; • Collaborate in design, development and implementation of Quality Improvement processes and initiatives. Use Quality Improvement tools and data to evaluate and guide decisions and demonstrate improvement; • Ensure ethical practice and confidentiality is maintained, including HIPPA compliance where applicable, by assisting all departments in recognizing and addressing concerns or potential issues.; and 	20%

	<ul style="list-style-type: none"> Evaluate, develop and improve business systems to support efficient and effective service delivery. 	
	Other Duties As Assigned	
Percentages should total 100%		100%

Special Requirements:

Bachelor’s degree in accounting, business or finance required. Advanced degree or certification desired. Experience in grant and/or government accounting. Intermediate to advanced skill level in Microsoft Excel, Word, and Outlook desired. Intermediate skill level using enterprise-wide accounting software preferred.

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. Check the following that applies to this position: The employee may occasionally: work with angry or hostile clients or members of the public, work with toxic substances and biohazards, and exposure to infectious illnesses.

Emergency Preparedness:

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____