

## **ACCOUNTING ANALYST**

### DEFINITION

To perform a wide variety of complex, analytical, difficult, and responsible work in connection with maintaining and monitoring an automated accounting system to include budget preparation, grant monitoring and fiscal and statistical reporting; to train, coordinate, and review the work of fiscal and clerical staff; to perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management personnel.

Exercises technical and functional supervision over assigned personnel.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Oversees accounting operation, transactions, reconciliation of bank account(s) and other financial records; ensures correctness of entries and reconciliation(s) as necessary.

Assists in the preparation of departmental budget and subsequent budget and grant monitoring.

Trains, coordinates and reviews the work of fiscal and clerical staff.

Establishes and maintains records of financial data; assembles data from appropriate sources; reconciles data between automated accounting system(s) and prepares financial statements to federal and state grantor funding sources.

Analyzes data and information; prepares analysis and reports to designated personnel.

Prepares reports using federal and state guidelines and tracks compliance with federal and state financial requirements.

Meets with auditors and representatives of funding agencies to assure compliance with accounting, federal and state requirements.

Ensures departmental compliance with federal, state and local laws, rules and regulations; interprets laws as necessary.

LANE COUNTY  
Accounting Analyst (Continued)

EXAMPLES OF DUTIES (con't)

Acts as technical resource for budget and expenditure information and inputs data into computerized application(s).

Reviews coding of expenses, ensures appropriate code and allocation of expenses is made within requirements of funding source.

Prepares and processes documents and adjustments where independent judgment is necessary.

Checks disbursements for fraudulent or improper authorization or other discrepancies; resolves discrepancies requiring independent judgment.

Prepares reconciliation of amount(s) received by the department to the amount transmitted to other departments or deposited in the bank; performs audits on cash collection process or procedures.

Performs complex, manual mathematical calculations; creates complex computer worksheets and/or manipulates data in computer worksheets to analyze accounts or data.

MINIMUM QUALIFICATIONS

Knowledge of:

Accounting and financial record-keeping methods, practices and procedures, especially as they pertain to County accounting systems and private not-for-profit organizations.

General automated accounting systems for-profit and not-for-profit agencies including governmental fund accounting applications.

Pertinent state, local and federal laws, rules and regulations.

Principles and practices of budget analysis, preparation and monitoring techniques.

Record keeping and report preparation procedures.

Basic computer and personal computer systems.

Basic principles of supervision, training and work coordination.

LANE COUNTY  
Accounting Analyst (Continued)

Ability to:

Perform complex financial record-keeping work.

Prepare and monitor department budget.

Prepare clear and accurate financial statements, reports and analyses.

Perform a variety of technical accounting duties.

Apply general accounting and bookkeeping principles to specific County requirements.

Interpret and apply federal and state laws, rules and regulations, department policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Train, coordinate and review the work of assigned staff.

Represent the department on state or federal level working task force groups charged with the review and oversight of employment and training financial tracking systems.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly, both orally and in writing.

Effectively utilize computer applications in the performance of assigned duties.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, fiscal management or accounting or a related field.

LANE COUNTY  
Accounting Analyst (Continued)

Experience:

Three years of increasingly responsible experience in financial, accounting or statistical recordkeeping and analysis. Some experience in a lead capacity is desirable.

Direct financial or accounting experience with federal or state employment and training programs is desirable.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Deminimus changes approved by County Administrator Bill Van Vactor 3/3/05