



Senior Financial Analyst

Finance

FIN/02

JOB SUMMARY

This position is responsible for the overall management of the agency's financial and budget management functions. This position assumes the Director of Finance's duties in the Director's absence.

ESSENTIAL FUNCTIONS

- Manages financial recording and reporting in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines. Assists with the annual audit including related activities and reports.
- Maintains knowledge of local and state laws, regulations, and policies for financial reporting and to mitigate risks in financial performance.
- Develops, prepares and provides financial statements, budgetary reports, economic analyses and other status reports as required.
- Creates materials for presentations to public officials, staff and other groups as necessary and participates in the presentations to convey financial issues and concerns as the need dictates.
- Assists in developing, reviewing, implementing and documenting department procedures and practices under the direction of the Director of Finance.
- Coordinates the development of the agency's budget, including working with departments to prepare monthly budget analysis, maintaining records of budget transfers and approved changes, ensuring accuracy of budget data in system and assisting in publishing completed budget.
- Provides analysis of cost and revenue trends to support the Director of Finance in monitoring and managing budgetary issues throughout the fiscal year.
- Supports agency rate and fee analysis, analyzes working capital, and analyzes and maintains data used in financial forecasts. Participates in long-term financial planning relating to agency operations.
- Assists with financial activities and required administrative functions related to employee benefits (i.e., health insurance, pensions).
- Assists with submission of and subsequent management of grants and capital improvement financing packages.
- Assists the Director of Finance with agency's banking and investment activity.
- Oversees the agency's Customer Information System and Financials software packages, and manages

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user access in conjunction with the agency's Information Technology staff.

- Works effectively toward specific project objectives on time and within designated budget.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government or public utility finance and accounting principles and practices.
- Knowledge of local government finance and accounting laws, rules and regulations.
- Knowledge of budget development and management principles.
- Knowledge of debt management principles.
- Knowledge of financial and billing software programs and database use.
- Knowledge in the development of reporting for management and supervisor use in tracking budgets and key performance indicators.
- Knowledge of GAAP and GASB standards.
- Knowledge of Federal and State grant programs and procedures.
- Skill in analyzing financial and statistical data and preparing related reports.
- Skill in effective oral and written communication.
- Skill in establishing and maintaining effective working relationships with local officials and user agencies and jurisdictions.
- Skill in planning, organizing and directing the work of others.

SUPERVISORY CONTROLS

The Director of Finance assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GASB and GAAP guidelines, industry best practices, relevant state and federal laws, and agency policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to manage the financial functions of the Brunswick-Glynn County Joint Water and Sewer Commission. Successful performance promotes the effective and efficient operation of the agency in compliance with all relevant guidelines, legal, financial and accounting requirements.

CONTACTS

- Contacts are typically with JWSC employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Billing Supervisor (1), Collections Specialist (1), and Accounts Receivable Coordinator (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in accounting.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to manage and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- CPA preferred.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.