



COUNTY OF YORK JOB DESCRIPTION
Budget & Financial Analyst
Budget & Financial Reporting
Financial & Management Services

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF JOB

Responsible for assisting with the planning, development, and implementation of the annual budget as part of a team. Performs the more routine professional accounting work; performs basic research and analysis; prepares, and maintains financial information for the Comprehensive Annual Financial Report (CAFR), and numerous other financial reports, and for audit purposes. Develops worksheets and schedules in support of the various financial reports, and working papers for assigned funds in the budget. Work is performed under regular supervision.

ESSENTIAL JOB FUNCTIONS

Job responsibilities may include any of the following, depending on the incumbent's functional assignment. This is not meant to be an exhaustive list of job functions, but a representative sample of the type and level of work that is expected in this position.

Assists in preparation of annual budget by coordinating assigned Department/Agency budget submissions, utilizing County-wide network; analyzes Departmental budget requests for assessment of budget needs.

Assists with the coordination and publication of certain budget documents.

Prepares appropriation entries as approved by the Board of Supervisors in the County accounting system; reviews and reconciles on a monthly basis the annual approved appropriations to the accounting system.

Assists in the development of the County's (CAFR); develops worksheets and researches and analyzes financial documents and records to develop schedules and work papers on such financial information; assists the administration of the annual audit which includes basic research, analysis, development, and summarization of assigned County and School funds.

Maintains the division's budget; reviews and reconciles the line item expenditures on a monthly basis.

Prepares division's Request for Payment and Purchase Requisitions as needed.

Prepares monthly/quarterly reports for various outside organizations, which the County maintains as fiscal agent.

Responsible for maintaining web pages for the Division.

Maintains County capital asset database, including equipment, buildings, land, improvements and infrastructure; plans, schedules, coordinates and performs annual physical inventories of

assets; develops procedures for additions, deletions and transfers of assets; calculates valuation of capital assets and depreciation; prepares, reconciles and maintains capital asset records and schedules for the County CAFR.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of personal computers, including word processing and spreadsheet software.

General knowledge of governmental accounting standards, auditing standards, and financial reporting.

General knowledge of generally accepted accounting principles.

Effective oral and written communication skills.

Ability to use personal and peripheral computers with reasonable speed and accuracy.

EDUCATION AND EXPERIENCE

A bachelor's degree in accounting, business administration, or a related field and some experience in general accounting, preferably governmental accounting, or any equivalent combination of education and experience which provides the entry knowledge, skills, and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which includes computers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking to people to convey or exchange information. Includes giving assignments and/or directions to others.

Language Ability: Requires the ability to read and prepare a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related departmental records and reports.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; to determine percentages and decimals; to utilize basic systems of algebra; and to utilize statistical theory and inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate to high levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____