



COUNTY OF YORK JOB DESCRIPTION
Financial Analyst II
Budget
Finance Department

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

GENERAL STATEMENT OF JOB

Performs professional accounting and budget work, planning, developing, and implementing the annual budget as part of a team. Develops complex worksheets and schedules in support of the working papers for all funds in the budget. Work is performed under minimal supervision.

ESSENTIAL JOB FUNCTIONS

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 with the preparation and planning of the annual budget by coordinating Department/agency budget submissions utilizing County-wide network.

Analyzes Departmental budget requests for assessment of budget needs; organizes department summaries for the Division's Supervisors and the Chief of Budget.

Assists with the publication of official budget documents that provide budgeting information for all County departments, County Administration, the Board of Supervisors, citizens, and outside agencies and organizations; assists with the creation and assembly of the procedures manual for departments which provides instructions for preparing operating and capital improvement budgets.

Provides recommendations to the Division's Supervisor and the Chief of Budget in the development of procedures and practices of the Division of Budget; works with County staff to develop and implement automated budget processes.

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; develops complex worksheets, schedules, and other working papers and financial information for all funds.

Assists in the preparation and review of Board of Supervisor material; attends Board of Supervisors meetings as needed to provide needed materials or to answer questions relating to budget.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

Assists the Division of Accounting and Financial Reporting as needed.

ENTRY KNOWLEDGE, SKILLS, AND ABILITIES

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

General knowledge of generally accepted accounting principles, and governmental accounting standards.

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

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 3 years of experience in general accounting, preferably governmental accounting, including some budgetary experience; 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: _____