

*workforce***CONNECTIONS**

FINANCIAL ANALYST

Date Approved:

FLSA Status: Exempt

REPORTS TO: Chief Operating Officer

POSITION STATEMENT: Plans, organizes and conducts a variety of fiscal, budgetary, administrative, and analytical and liaison functions. Maintains the Board's financial records. Monitors service providers' financial activities and records, and reports findings and documented corrective actions. Trains service providers in accounting procedures, invoicing requirements and budgeting to ensure compliance with Workforce Investment Act guidelines. Verifies and processes sub recipient's employment and training services invoices for payment and reconciles board and services provider's grants and contracts. Prepares monthly financial and budget reports.

SUPERVISION EXERCISED: Provides lead supervision to Accounting Technician.

SUPERVISION RECEIVED: Receives direction from management staff. Works independently without close supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Performs financial functions of the Workforce Investment Board including maintaining financial records and preparing financial operational and budget reports.
2. Reviews invoices from service providers analyzing and interpreting data, and reconciling contract expenditures.
3. Performs desk and on-site monitoring reviews of service providers' financial activities, reporting findings and documented corrective actions.
4. Analyzes and approves service providers' employment and training, personnel and operational invoices for payment; reconcile related grants and contracts.
5. Conducts technical, operational and analytical studies related to Workforce Investment Board's financial activities.
6. Organizes, process, and maintains payment documentation and service provider remittance data.
7. Processes Electronic Funds Transfers (EFT); researches and resolves any exceptions.

8. Uses current computer applications and software to maintain and prepare budgets and report financial activities.
9. Compiles and reviews budget figures for completeness, accuracy and compliance with policies and procedures.
10. Analyzes and interprets budget documents relating to the Workforce Investment Board grants.
11. Provides technical assistance and training to service providers in financial support activities including rules and regulations related to governmental budgeting, expenditure and revenue projection, cost controls and contract administration. (Prior knowledge of Federal grants, State, WIA, etc.)

Marginal Functions:

1. Performs other duties as assigned.

QUALIFICATIONS:

- Knowledge of principles and practices of budget development and administration.
- Ability to apply fiscal and acceptance accounting principles and explain applicable laws, codes and regulations.
- Knowledge of the principles and practices of accounting for grants.
- Thorough knowledge and hands-on experience with financial record keeping and bookkeeping practices and techniques.
- Skilled in principles and practices of contract administration.
- Knowledge of modern office methods, practices, procedures and computer equipment.
- Ability to plan, direct and review the work of others.
- Current knowledge of federal and state laws, statutes, policies and regulations pertaining to workforce investment boards and the Workforce Investment Act.
- Ability to analyze problems and opportunities, identify and evaluate alternatives, and develop sound, effective approaches.
- Ability to plan, implements, and evaluate the achievement of goals, objectives and work-plans.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective cooperative working relationships with those contacted in the course of work.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing, or sitting for extended periods of time; and
 - Operating assigned equipment.
- Ability to maintain effective audio-visual demonstrations and perception needed for:
 - Making observations;
 - Communicating with others;
 - Reading and writing; and
 - Operating assigned equipment

- Ability to maintain mental capacity which allows the capability of:
 - Making sound decisions;
 - Effective interaction and communication with others; and
 - Demonstrating intellectual capabilities.

EDUCATION AND EXPERIENCE:

A Bachelor's degree in accounting, finance or a closely related field. 4 years experience in public or private finance or accounting, and preferably at least two years of experience with a public agency administering Workforce Investment Act or other governmental grants.

A valid Nevada driver's license and the ability to maintain insurability.

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; travel from site-to-site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

EEO/AA Employer