



JOB DESCRIPTION DU PAGE COUNTY ELECTION COMMISSION

CLASS TITLE: Financial Analyst
JOB NUMBER: 8055
FLSA STATUS: Exempt
GRADE: 311

POSITION SUMMARY

Under general supervision; performs work of moderate difficulty in conducting or assisting in financial analysis projects, accounting, and auditing work; provides clerical and administrative support to the department; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional finance work in the maintenance and review of fiscal accounts and budgets. Work involves the application of professional accounting principles, as well as the ability to assist departments with trend analysis and forecasting. Work also involves specialized knowledge of the standards determined by Commission policy or statutory requirements. Supervision is received from Executive Officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

- Assists in developing planning programs
- Gathers, compiles, organizes and documents relevant financial information
- Analyzes, consolidates and interprets financial data
- Assists with the preparation of budgets, including trend analysis and forecasting
- Assists in the preparation of detailed reports and presentations for review by all levels of management
- Monitors actual results of financial data against plans, forecasts and budgets
- Reviews, verifies, audits the processing of payroll
- Consolidates a wide range of operating and financial projections for the development of both short term and long term business plans
- Reviews, evaluates and recommends revisions to departmental expenditures for conformance to budgeted amounts
- Advises on appropriate spending and prepares budget transfers when required
- Coordinates with Purchasing the placement of contracts on Election Commission Agenda
- Prepares resolutions for Board Meetings for financial commitments
- Maintains fiscal records and ledgers for various state auditing functions
- Develops procedures to maximize efficiency and cost savings
- Receive fees collected, post receipts, prepares deposits
- Prepares, maintains and tracks accurate record and documentation on all purchases, quotes, correspondence and related follow up
- Ensures quality control of purchased items, on-time delivery and records discrepancies
- Freedom of Information Officer
- Secondary support to the Election and Electoral Board
- Assists in Election production
- Maintains regular attendance and punctuality

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adjusts work assignments and schedules based on election cycle to participate in election preparation.
- Adjusts work assignments and schedules in the event of an emergency to participate in emergency preparedness, response, and recovery activities as assigned.
- Depending on assignment may maintain required emergency management training, licensure and/or certifications.
- Performs related duties as required or assigned within job classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Preparation and analysis of financial statements and reports
- Modern governmental accounting theory and practice
- Current office practices, procedures and equipment
- Basic Accounting principles
- Computer hardware and software including word processing, spreadsheets, databases, email, etc
- English language, grammar, and punctuation
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes

Skill in:

- Preparing financial, accounting and statistical statements
- Analyzing data, detecting errors, and correcting inconsistencies in financial records
- Dealing effectively with others
- Using computer hardware and software including word processing, spreadsheets, databases, email, etc
- Applying an acquired knowledge of procedures, rules, regulations and services applicable to the assigned office
- Verbal and/or written communications

Ability to:

- Operate modern office equipment
- Exercise independent judgment on financial issues
- Manage projects and multiple priorities simultaneously
- Establish and maintain effective working relationships with department and division staff, and others, such as vendors
- Communicate and use interpersonal skills to interact with coworkers, supervisor, the general public, etc. to sufficiently exchange or convey information and to receive work direction
- Ensure compliance with applicable federal, state, and local laws, rules, and regulations and statutory requirements
- Convey excellent oral and written communication
- Work effectively under stress
- Maintain confidentiality

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Bachelor’s degree in Finance or Accounting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

CERTIFICATES, LICENSES, REGISTRATIONS

Freedom of Information Act (FOIA) and Open Meetings Act (OMA) training is required within 90 days of employment

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Financial Analyst position and I certify that I can perform these functions.

Employee Signature

Witness

Employee Name (Printed)

Date

*Management has the right to add or change these duties of the position at any time.