



# COUNTY OF NYE

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## CLASS TITLE: FINANCIAL ANALYST - GRANTS

### BASIC FUNCTION:

Under general supervision, prepares and monitors grant activities. Administers and maintains a variety of accounts and financial records and provides budgetary forecasts, detailed and complex reports, and modifications. Performs a variety of technical tasks relative to assigned area of responsibility.

### REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

*Assigned job tasks/duties are not limited to the representative duties).*

1. Analyzes and prepares financial statements; maintains a variety of accounts to include general ledger and reconciliation of all organization financial transactions, including bank accounts; prepares monthly fiscal reports and special reports relating to the progress of assigned accounts or area of responsibility.
2. Analyzes revenues and expenditures of organization or grant funds; recommends amendments to the budget as appropriate; prepares final cost estimates for the annual budget, special funds, or grants being sought.
3. Participates in the compilation and preparation of the organization's annual budget; prepares cash flow and expenditure projections and various budget-related forecasts and reports; provides personnel costs from salary projections.
4. Prepares annual financial reports for organization departments or revenue sources; prepares statistical financial reports; prepares necessary work papers for the annual budget and audit.
5. Analyzes, accounts for, and audits grant monies and special revenues received by the organization; acts as liaison between the division of assignment and grantors and/or grantee; processes requests for funds and obtains authorized signatures of approval. Ensures grant program compliance with all applicable policies and procedures, state and federal laws and regulations, and standards of quality and safety.
6. Administers and enforces the policy and procedures; trains organization employees who handle grant funds in proper procedures; conducts audits to determine compliance; prepares required reports.
7. Assists departments in the proper classification of revenues and expenditures; provides technical assistance and training to organization staff in matters related to financial accounting, budget administration, and financial and operational performance management.
8. Monitors various accounts, contracts and grant projects verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.

9. Monitors daily activity in grant related bank accounts and performs cash management duties.
10. Performs general clerical work such as data entry, project setup and invoicing.

**Knowledge of:**

Principles and practices of public sector budget preparation and project management; monitoring and cash management; Finance and accounting principles and procedures; Intermediate principles and practices of financial auditing; Principles and procedures of internal control systems; Intermediate principles and procedures of financial record keeping and reporting; Principles of advanced report preparation; Modern office methods, practices, procedures, and computer equipment; Laws, rules, regulations, and procedures applicable to assigned position; Spreadsheet and word processing software; and Correct English usage including grammar, punctuation, and vocabulary.

**Skill to:**

Understand and interpret governmental accounting principles and practices; Understand and administer automated financial management systems; Prepare and interpret a variety of complex financial statements, reports, and analyses; Operate a computer, including a variety of software programs; and Communicate clearly and concisely, both orally and in writing.

**Ability to:**

Train organization staff in appropriate policies and procedures; Forecast short term cash flow of organization funds; Administer banking relations; Examine and verify a wide variety of financial documents and reports; Follow written and oral instructions; and Establish and maintain effective cooperative working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Bachelor's degree or equivalent from an accredited college or university with major course work in accounting, finance, or a related field **and** one year of experience involving analytical work in finance, budgets, grants, audit, **or** five years of increasingly responsible experience involving analytical work in finance, budgets, grants and audits in private, public, or non-profit entities.

**LICENSES:**

Not applicable.

**CONTACTS:**

Department head, accounting system users, department managers, elected officials, employees, software customer support, vendors, and general public.

**PHYSICAL and Mental Requirements:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

#### **WORKING CONDITIONS:**

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

#### **CONDITIONS OF EMPLOYMENT:**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *Employment is contingent upon passing a drug screen.*
3. *Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at [www.uscis.gov](http://www.uscis.gov)*
4. *Nye County is an Equal Opportunity Employer.*

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

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Employee's Signature

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Date Signed