



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Fiscal Analyst	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff's Office	<b>GRADE:</b>	P1
<b>REPORTS TO:</b>	Administrative Services Manager	<b>DATE:</b>	9/6/2018

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### **SUMMARY OF JOB PURPOSE:**

Under general supervision, performs professional-level financial, budgetary, administrative, and related work for the Sheriff's Office.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Advises management in the development and implementation of the Sheriff's Office budget.
- Maintains fiscal oversight; reviews and approves expenditures to ensure compliance with budgetary, policy, and legal guidelines and/or requirements; recommends and implements budget adjustments as necessary.
- Performs and/or oversees purchasing, invoicing, deposits, reimbursements and other financial transactions relating to the Sheriff's Office.
- Conducts fiscal analysis for the Sheriff's Office and administers processes for fiscal efficiency and compliance; gathers and analyzes data; evaluates potential strategies and processes; provides recommendations to management.
- Participates in accounting processes; prepares ledgers, spreadsheets, reports, and other documents for tracking fiscal transactions; prepares technical and narrative reports; conducts research and analytical analysis.
- Assists with the acquisition, administration, and compliance aspects of grant funding; prepares and gathers information for grant applications; administers grant funding and other logistics; and maintains compliance with grant requirements.
- Ensures compliance on transactions under interlocal agreements and other contracts.
- Ensures successful completion of internal and/or external audits.
- Responds to requests for information, and attempts to resolve them by researching files and records as authorized; updates, retrieves, and releases information according to procedures.
- Completes varied other financial, administrative, and clerical projects and tasks necessary for the proper functioning of the Sheriff's Office.
- Communicates clearly and accurately; demonstrates courteous and cooperative behavior when interacting with co-workers and others; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains absolute confidentiality of work-related issues, records and information.



## **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.*

### **Education and Experience:**

Associate's degree in accounting, finance, or a related field; AND two (2) years of public agency accounting, auditing and financial analysis experience; OR an equivalent combination of education, training and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Applicable state and federal statutes, rules, codes, and regulations.
- Principles and practices of general and fund accounting.
- Budgetary practices and terminology.
- Principles of program development and administration.
- Data sampling and statistical analysis.
- Financial record keeping and bookkeeping practices and techniques.
- Correct business English, including spelling, grammar and punctuation.
- Principles and practices of governmental accounting.
- Principles and practices of auditing.
- Computer applications relating to the work.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Principles and practices relating to grant acquisition, administration, and compliance.

Skill in:

- Communicating clearly, accurately, and professionally, both orally and in writing.
- Carrying assigned projects through, from data gathering to completion.
- Answering questions, advising staff, and providing effective customer service.
- Reviewing financial documents for completeness and accuracy.
- Interpreting, applying and explaining applicable laws, codes, and regulations.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Performing accurate arithmetic calculations.
- Working without close supervision in standard work situations.
- Interpreting, explaining and applying principles and practices of general, fund and governmental accounting.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors, and the public.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

- None



**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein 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.

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.