



NASSAU COUNTY
HUMAN RESOURCES DEPARTMENT
96135 Nassau Place, Suite 5
Yulee, Florida 32097

MEMORANDUM

To: Department Heads
From: Ashley Metz *am/bs*
Date: August 1, 2017
Re: Financial Management & Budget Analyst

Classification: Financial Management & Budget Analyst

Department: Office of Management and Budget

Job Description: See Attached Job Description

Salary Range: \$60,137.54 - \$84,972.77 Annually

Qualifications: See Attached Job Description

Job Location: Nassau County

Apply At: Applications will be accepted until filled. Application and job description can be obtained from the Human Resources Department located at 96135 Nassau Place, Suite 5, Yulee, Florida 32097, Telephone (904) 530-6075 or Fax (904) 321-5797, or at www.nassaucountyfl.com. Drug Free Workplace. This position is eligible for Veterans' Preference in accordance with applicable laws.

Nassau County

Job Description

POSITION: Financial Management & Budget Analyst
DEPARTMENT: Office of Management & Budget
Grants/Affordable Housing Division
REPORTS: Office of Management & Budget Director
FLSA STATUS: Exempt

GENERAL DESCRIPTION:

Plans, organizes, performs administrative and professional work related to the fiscal management of Nassau County Board of County Commissioners. Provides professional analysis and recommendations concerning financial, budgetary and operational issues. Oversees the Grants/Affordable Housing Division. Ensures compliance with all applicable policies, procedures, laws and regulations.

ESSENTIAL FUNCTIONS:

- Manages and coordinates the activities of the Grants/Affordable Housing Division.
- Supervises the work of subordinate personnel; supervisory duties include instructing, planning, assigning and reviewing work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending employee discipline and discharge.
- Reviews the work of subordinate staff for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Performs complex management and budget services, programs and support in a variety of areas.
- Conducts complex issue analysis and recommends management solutions as well as alternative service delivery approaches to improve operational efficiency and effectiveness.
- Coordinates major programs, projects and/or events from start to finish; solves problems without direction; takes the initiative and follows through on actions; demonstrates accountability.
- Works with the County staff in development of Department budgets and prepares various budgets.
- Monitors budget for compliance, prepares fiscal analyses and enacts action to ensure budgetary compliance.
- Integrates financial plans into financial system and improves efficiency by expanding use and training of the County's financial system.
- Reviews general ledger activity for correctness and completeness of activity.
- Researches and informs Clerk Financial Services of accounting discrepancies/errors.
- Prepares and reviews financial matters for the BOCC, which includes but are not limited to bonds, grants, contracts, agenda requests, capital improvement and fleet planning, impact fees and mobility fees, financial actions as the result of developer agreements, unemployment, worker's compensation, Municipal Service Benefit Units (MSBUs), management requests and various other financial items.

Financial Management & Budget Analyst

- Makes presentations as required.
- Attends Board meetings, committee meetings, union negotiations, etc., prepared to answer questions and be an active participant, coordinating resultant financial activity.
- Develops, interprets, recommends, implements, analyzes and evaluates financial related policies and procedures, codes, resolutions and ordinances.
- Analyzes accounting pronouncements (GASB/FASB) and their impact on County financial management.
- Implements and enforces internal accounting controls.
- Ensures County compliance with Florida Statutes, Federal and local laws, Board adopted policies and procedures and County Manager directives.
- Prepares internal financial statements, fiscal impact analyses, forecasts, project sources and user statements and other complex financial analyses as needed to facilitate informed financial decisions by the County.
- Provides professional and technical assistance to County departments, Board, Constitutional Officers, consultants, governmental agencies and citizens. Disseminates information as needed.
- Facilitates/coordinates the annual review, development and adoption of fees charged by the County working with related departments and staff.
- Assists external auditors by furnishing necessary data, responding to specific requirements and preparing information as requested. Coordinates the obtainment of information required from various Board departments.
- Coordinates with County Staff, Constitutional Officers, consultants/vendors and citizens to resolve financial management issues with efficiency and effectiveness in compliance with County policy, goals and objectives, accounting pronouncements and guidance and local, state and federal laws. Directs County staff as needed to accomplish tasks.
- Attends training meetings, conferences, courses and seminars to improve and enhance knowledge and improve skills relating to Government financial management.
- Operates a variety of equipment which include computer, printer, telephone, calculator, copier, fax machine and other office equipment.
- Assists in the selection and/or development of financial software applications.
- Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.
- Performs other duties as required and other job-related duties as requested by supervisor.

(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required.)

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting, Finance or Business administration with a minimum of five (5) years government accounting and/or auditing experience and knowledge of government procedures. Prefer active Certified Public Accountant certification. May require a valid State Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Financial Management & Budget Analyst

- Knowledge in the methods, policies and procedures of the Department and County as they pertain to performance duties of the Financial Management & Budget Analyst.
- Knowledge of the functions and interrelationships of the County and Governmental agencies.
- Knowledge in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure County compliance with applicable policies, laws and regulations.
- Knowledge of accounting, budgeting and government reporting requirements.
- Ability to perform complex analysis and calculations.
- Ability to make public presentations.
- Ability to communicate effectively and tactfully with members of the public.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of accounting, interpersonal and clerical skills.
- Knowledge of modern office practices, equipment and various software applications.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to use a computer for word and data processing and developing spreadsheets.
- Ability to type accurately at a rate sufficient for the successful performance of assigned duties.
- Ability to operate and maintain a variety of office equipment as necessary in the performance of daily activities.
- Ability to assemble information and prepare reports/records in a concise, clear and effective manner.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to maintain confidentiality as required.
- Ability to perform required mathematical calculations.
- Ability to compile, organize and utilize various financial information as necessary.
- Ability to plan and develop daily, short-term and long-term goals.
- Ability to offer instruction and advice to others regarding County, policies, methods and regulations.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to offer training and assistance to staff, co-workers and employees of other departments as required.
- Ability to maintain effective relationships with county staff, Constitutional Officers, consultants/vendors, etc.

ESSENTIAL PHYSICAL SKILLS:

Financial Management & Budget Analyst

- Task may require extended periods of time at a keyboard or workstation.
- Stooping
- Sitting
- Kneeling
- Bending
- Crouching
- Reaching
- Standing
- Walking
- Lifting and carrying up to 10 lbs.
- Pushing and pulling

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

WORK ENVIRONMENT:

- Works inside in an office environment.

By signing below, I agree I have read and understand this job description, possess the minimum education, experience, knowledge, skills, abilities and am capable and willing of performing all essential functions.

I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the County.

Signature

Date

**January 2015
Revised
March 2017**