

Working Title: Financial Analyst 3 – Grant Funded

Job Title: Financial Analyst 3

Job Code: FIP062

Grade: L

Salary Minimum: \$40,982.94

Salary Midpoint: \$58,547.06

Salary Maximum: \$71,720.15

Duration: Funding is provided for two years after the hire date

Grant Funded: This position is funded through the State of Georgia; funding is apportioned for at least two years of employment after a candidate's hire date.

Job Summary:

Under broad supervision, performs advanced level finance, accounting, and fiscal control functions. Performs and/or oversees financial planning, documentation, analysis, reporting and system development. Leads and coordinates the design or implementation of financial/accounting/budget related systems and reports. Enforces compliance with laws and regulations governing financial instruments, taxes, real estate, and securities transactions. May also serve in a lead role.

Job Responsibilities and Performance Standards:

- Performs job responsibilities with minimal supervision.
- Serves as job expert or organization resource in assigned areas.
- Analyzes agency budgeting and accounting reports/requests to maintain expenditure controls.
- Analyzes or develops policy and budget-related initiatives. Makes recommendations based on analysis.
- Assesses financial data to determine the resources required to implement a program, or to analyze trends.
- Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Produces comprehensive analytical reports.
- Requests budgetary codes, track physical inventory or record/audit expenses, or document use of funds and adherence to budget allocations.
- Reviews, interprets, and writes policies and procedures associated with budget and other financial matters.
- Assists with the development and implementation of policies, procedures and processes related to budgeting, planning, fund management, program-based budgeting consolidation and expenditure control activities for the department.
- Works closely with Budgeting & Finance Managers and Division Finance Managers to determine whether program budget and financial planning activities support the mission, goals, objectives and priorities of the department.
- Analyzes budget and spending trends and program costs against benefits realized; evaluates program efficiency and cost effectiveness.

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- Manages cross-divisional financial analysis and other related functions for the department as appropriate.
- Provides ongoing technical assistance for fiscal issues and/or strategic planning issues to department leadership and division budget management personnel.
- Performs other professional responsibilities as assigned.
- This position serves at the pleasure of the Executive Director.

Entry Qualifications

Bachelor's degree in a related area from an accredited college or university AND Two years of professional experience in a related area OR Associate's degree from an accredited college or university AND Three years of experience in a related area OR Four years of professional experience in general accounting, billing and collection systems and/or claims.