

WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

FINANCIAL ANALYST 4 (12108)

Abolished Effective February 10, 2006

Definition: Functions as a first line Financial Supervisor or serves as a Principle Assistant to a Financial Analyst 5.

Distinguishing Characteristics: Supervisory positions must supervise one or more professional staff involved in performing accounting, budgeting, auditing or other fiscal review and analysis. Principle Assistant positions may also supervise professional fiscal staff but they must be designated in writing by the appointing authority to function in this capacity.

Typical Work

Trains and develops professional subordinates in financial matters and procedures. Supervises professional subordinates in fiscal procedures. In addition, this level may also lead or supervise non-professional positions.

Serves as a Principal Assistant to a Financial Analyst 5 or Financial Coordinator 2 or supervises professional financial staff;

Positions allocated to this class assist in the management and operation of a divisional fiscal unit. Positions are assigned responsibility for fiscal assessment and analysis of program management decisions, development and preparation of the biennial supplemental and operating budgets, and participation in the development and modification of program requirements;

Coordinates with regional business managers, institution superintendents, institution business managers, office chiefs and section heads in the development and preparation of the biennial and supplemental capital and operating budgets to the Chief Fiscal Manager;

Coordinates the development and preparation of annual allotments and allotment amendments to effect program plans;

Assures compliance with fiscal policies and procedures issued by headquarters' offices responsible for agency-wide support functions such as Office of Budget Services and Office of Accounting Services;

Reviews the fiscal status to assure accuracy of expenditures and adequacy of allotments, identification of potential problem areas and alternative methods;

Prepares and monitors federal and local revenue projections; develops at each stage of the budget process; monitors Federal earnings relative to estimate by reviewing claims for Federal reimbursement; prepares and processes allotment amendments to properly account for unanticipated revenue granted to the program;

Analyze, monitor and evaluate fiscal and/or accounting activities;

Tracking, and monitoring, preparation of and analyzing agency, State and Federal reports and statements, funds management, financial systems development and analysis, inventory accounting, cost allocation, revenue;

Makes recommendations regarding fiscal controls and adequacy of appropriations; develops fiscal procedures and accounting systems;

Acts as financial system liaison between agency-wide users, and OFM for the financial integrity of agency-wide major financial systems;

Provides technical support and training to headquarters and field fiscal staff for accounting related activity and financial systems;

Analyzes and projects expenditure and revenue trends, determines justifications and recommends curtailment where necessary;

Grant Management Analyst, Budget Program Specialist, and Auditor Classes were specifically excluded from the Financial Analyst study. Therefore, these classes remain a better allocation fit from this class series.

Performs other duties as required.

Knowledge and Abilities

Knowledge of: accounting principles, methods, practices and their application to State accounting and budgeting procedures; principles of governmental accounting and budgeting; purposes and methods of internal control; financial records, reports, office practices, training and supervisory principles and techniques; modern office management methods; automated accounting systems and procedures.

Ability to: understand and comply with a variety of Federal regulations dealing with fund reporting; supervise, train, and evaluate professional financial analysts of lower classifications; recognize and solve difficult and complex accounting problems; provide sound advice, recommendations and counsel to management officials relative to financial and business matters; establish and maintain effective working relationships with department management and staff.

Minimum Qualifications:

A Bachelor's degree with a minimum of 20 semester or 30 quarter hours in accounting and three years of professional accounting, budgeting or auditing experience including one year of experience supervising or leading fiscal positions. OR

20 semester or 30 quarter hours of college-level accounting and four years of professional accounting, budgeting or auditing experience including one year of experience supervising or leading fiscal positions. OR

Two years as an Accountant 2 or 3, or Financial Analyst 2 or 3.

A Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Government Financial Manager or Management Accountant will substitute for one year of professional experience.

New Class: Adopted November 2001 implemented January 2002. This was a 6767 item for the 2001-2003 biennium and prioritized at #7. Replaces Accountant 3 - Supervisor, and Financial Coordinator 2.