



Fluvanna County, Virginia  
Department of Finance  
Job Description

**MANAGEMENT ANALYST I/II**

<b>Job Class #:</b>	1384/1385
<b>Pay Grade:</b>	18/19
<b>Category:</b>	Full-time (with benefits)
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Director of Finance

**SUMMARY**

The Management Analyst is responsible for performing day-to-day operations with the County's budget, performing financial and analytical support for assigned programs, administering and providing support for the County's Munis financial system, and assisting county staff in identifying, preparing, and submitting grant applications for additional revenues. The Management analyst provides support for internal and external audit activities and overall functions of the County Finance Department.

**ESSENTIAL FUNCTIONS**

Budget analysis:

- Plans and develops and maintains the operating budget and accompanying presentations and approvals for municipal departments.
- Monitors budget and appropriation reports.
- Develops capital improvement budgets in assigned areas.
- Creates and delivers budgetary presentations to the Board of Supervisors.
- Receives, reviews, and monitors departmental revenues and expenditures to ensure compliance with County policies and procedures, state and federal requirements and related guidelines.
- Collects, compiles and distributes reports and forms for appropriation requests.
- Reconciles budgetary accounts to ensure balance of control accounts and detail entries.

Additional responsibilities:

- Provides assistance to executive management staff and supports a variety of committees, boards, and commissions; prepares and present staff reports and other correspondence to the Board of Supervisors as necessary.
- Routinely uses the County's MUNIS financial system and provides technical support to end users; maintains system and end user documentation and procedures.
- Maintain internal chart of accounts for grants awarded to County departments and produce reports for granting authorities.
- Assists in tracking and audit preparation of grant expenditures
- Assist in the development of the County's budget as it pertains to grants; identifies year-end balances and needed carryovers for awarded funds.
- Assists in financial aspects of writing federal, state and foundation grant applications, assuring compliance with content, format and attachment requirements as outlined in the request for proposal.

- Coordinates, oversees, and performs professional-level research, analyzes data, develops reports and presents solutions for strategic modeling and forecasting.
- Assist Planning and Zoning Administrator in developing the Capital Improvements Plans and attending Planning Commission meetings as needed.
- May direct or supervise the work of staff on a project or day-to-day basis as needed by the Director of Finance. - **Analyst II**

Performs related duties and responsibilities as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Independently carry out assignments; set priorities, meet critical deadlines, and follow-up on assignments with minimal direction.
- Establish and maintain professional and effective working relationships with other County Directors and Officials, community members, and external partners.
- Maintain confidentiality regarding sensitive information.
- Prepare and present clear and effective financial and narrative reports, correspondence, and other materials.
- Collect, evaluate and interpret complex information and data.
- Effectively present information orally to public officials and general public audiences.
- Assist in developing goals, objectives, policies, procedures, and work standards for the program.- **Analyst II**
- Interpret, apply, and explain complex laws, codes, regulations, policies, and procedures.- **Analyst II**
- Demonstrate leadership with Finance Department initiatives and staff.- **Analyst II**

**ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING**

**Analyst I**

- 2 years of college level coursework in Finance, Accounting, Public Administration or a closely related field. One (1) year of relevant experience in budget, accounting, financial administration preferred, or an equivalent combination of education and experience. Advanced proficiency in Microsoft Office.

**Analyst II**

- Bachelor’s degree in Finance, Accounting, Public Administration or a closely related field. Three (3) to five (5) years of progressively responsible professional analytical and accounting experience as a budget analyst, financial analyst, or an equivalent combination of education and experience. Advanced proficiency in Microsoft Office. Government/Fund accounting experience preferred.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

- Standard office setting and occasional field environment with travel from site to site.
- Must be available to work some weekends and evenings for presentations, training, and meetings.
- Office environment exposure to computer screens; sitting for prolonged periods of time.
- Must have sufficient physical ability to work in an office setting; sit, walk, or stand for prolonged periods of time; lift light to moderate amounts of weight; operate office equipment.

**POST OFFER REQUIREMENTS**

- Background Check

Department Head Recommended:	HR Manager Approval as to Form:	County Administrator Recommended:	Board of Supervisors Approved:
June 5, 2013	June 4, 2013	June 4, 2013	June 5, 2013