



Financial Analyst

Classification:		Reports to:	Finance Division Manager
Division:	Finance Administrative Services	Direct Reports:	N/A
FSLA:	Exempt	Salary Range:	813

JOB DESCRIPTION: The Financial Analyst performs professional-level duties in one or more internal support areas including finance, accounting, budget, grants, procurement, public records management, employee retirement plans, and other special projects supporting the mission of the agency. Duties emphasize research, analysis and process recommendations in areas such as budgeting, accounting, and grant administration. The position also serves as Clerk to the CRESA Administrative Board and other duties as assigned.

Incumbent works under the direction of the Finance Division Manager with responsibility for independent initiative and judgement. Incumbent may provide training and daily direction to Non Exempt support staff within division. Incumbent participates in the development of division policies, procedures and goals and assists with analyzing process effectiveness and recommends changes and improvements.

Essential Job Functions

Must be able to perform the following essential job functions with or without reasonable accommodation:

- Assist in development of financial statements; prepare information for on-site audits by Washington State Auditor's Office
- Interpret and explain financial data and serve as a resource to managers and non-finance staff
- Monitor accounting functions; perform transaction and account analysis to ensure accuracy; research of problems and reconciliation as required
- Prepare well-documented and accurate journal entries and inter-fund transfers
- Research, analyze and prepare statistical and financial reports; design forms, spreadsheets and templates
- Development and management of grant contracts; coordinate and submit grant reimbursable expenditures; track grant revenue and expenditures by funding source and contract; ensure compliance with all grant contract terms and conditions
- Participate in the preparation of annual budgets
- Attend variety of meetings with or on behalf of division manager
- Coordinate agency credit card program and other purchasing functions as required
- Coordination and audit employee travel expenses and reimbursements ensuring compliance with directives
- Participate in the implementation of new and revised programs, systems and procedures; may train staff as assigned
- Analyze existing finance division processes and procedures and recommend changes to improve efficiency of workflow as appropriate
- Prepare professional documents, correspondence and comprehensive reports such as the Annual Report and Budget Narrative
- Act as Clerk to the agency's governing board; scheduling and preparing agendas and minutes; composing Staff Reports and Resolutions; responsible for management and preservation of all original, governing documents memorializing board actions
- Primary point of contact for Washington Department of Retirement Systems (DRS) PERS plan and deferred compensation 457 plans
- Serve as subject matter expert on State of Washington Open Government laws related to open public records and open public meetings; provide technical support and administration of GovQA public records management system
- Plan, oversee and carry out special projects as assigned
- Provide executive support of the Agency Director



- Purchase office supplies, coordinate printing of Agency printed material, issues agency identification cards, keys lockers, mailboxes and parking permits.
- Administrative support for Agency Director and management as it pertains to travel arrangements.
- Assist in grant reimbursement
- Participate as needed during emergencies, including emergency operations center activations.
- Develop and maintain excellent working relationships with personnel, user agencies, the public, etc.
- Performs related duties as assigned.

Qualifications

Any combination of qualifications demonstrating a candidate’s knowledge, skills and abilities will be considered.

- Bachelor or Associate degree in finance or accounting, or other related field
- Four years of responsible finance or accounting experience relevant to the essential job functions
- Intermediate skill level with Microsoft Office Outlook, Word and Excel
- Successfully pass pre-employment reference and criminal history checks

Knowledge of: Principles and techniques of public finance and financial data analysis; generally accepted accounting principles (GAAP) and accounting transactions including accounts payable and accounts receivable processes, budget, accounting, and reporting system (BARS) knowledge, methods and rules related to procurement in a public agency; unique accounting issues related to Federal, state and local grants. State and Federal audit requirements; laws and regulations related to State of Washington Open Government and Public Records Act; methods and procedures of budget development and justification; modern office procedures, methods and use of computer equipment and software, Office and administrative practices and procedures; Effective research and record keeping methods and techniques; Operation of office equipment and technology; Proper business communications.

Ability to: Analyze finance and accounting processes to identify and recommend improvements; review and analyze organizational and administrative problems and recommend effective courses of action; accurately apply accounting principles and keep detailed, accurate records; work independently and in collaboration throughout agency; communicate clearly and concisely both orally and in writing; utilize various PC applications at an advanced level including spreadsheets, databases and other specialized finance software; write clear and concise reports, memoranda and letters; establish and maintain effective working relationships; provide a high level of customer service at all times, Pay strict attention to detail and accuracy; Understand and execute complex oral and written instructions; Develop and maintain effective working relationships with employees, the public and officials and personnel from user agencies, other jurisdictions, departments or agencies

Physical / Sensory Requirement:

The following characteristics describe the most common ways this position’s essential functions and job tasks are performed. Any incumbent or candidate for this position must be able to perform the essential functions and job tasks with or without reasonable accommodation.

Sight and Vision	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>Close / Fine Visual Acuity.</i> Differentiate and comprehend visual effects of subtlety or precision. 	Daily	Important
<ul style="list-style-type: none"> • <i>General Visual Acuity.</i> Differentiate and comprehend visual effects of general size, shape and distance. 	Daily	Important
Hearing	Frequency	Criticality of Requirement
<ul style="list-style-type: none"> • <i>General / Broad Hearing.</i> Differentiate and comprehend: <ul style="list-style-type: none"> ○ Audio effects or noises (ambient or intrusive) of pitch, volume or tone within the ‘normal range’ ○ Voices (ambient or intrusive) in face-to-face settings, in groups with multiple speakers, over the phone, by radio, etc. of pitch, volume or tone within the ‘normal range’ 	Daily	Important
	Daily	Important



o Verbal speech, language, accents and vocal sounds including the subtleties of speech communication such as intonation, inflection, emphasis and nuance.	Daily	Important
Speech	Frequency	Criticality of Requirement
• <i>General Speech.</i> Communicate orally; express thoughts and emotions by word, sound and gesture.	Hourly / Constantly	Very Important
Touch	Frequency	Criticality of Requirement
• <i>Basic Repetitive Hand / Arm Motion.</i> Make regular movement (motion) of wrist, hand, fingers, elbow, shoulder, etc. to type, use computer mouse, etc.	Hourly / Constantly	Very Important
• <i>Reach.</i> Stretch or extend hand, arm, foot, etc. away from body to touch or meet another object.	Hourly / Constantly	Very Important
• <i>Grasp.</i> Seize and hold object with fingers, palm, arms.	Daily	Important
• <i>Lift.</i> Move object upward to a higher position; hoist. Typical weight lifted does not exceed 10 lbs.	Weekly / Monthly	Slightly Important
• <i>Push / Pull.</i> Exert force to move objects towards or away self. Typical pressure doesn't exceed 20 lbs.	Weekly / Monthly	Slightly Important
Physical Coordination	Frequency	Criticality of Requirement
• <i>Sit.</i> Remain in seated position to accomplish work.	Hourly / Constantly	Important
• <i>Stand.</i> Remain in upright position, motionless or steady on the feet to accomplish work.	Weekly / Monthly	Slightly Important
• <i>Walk.</i> Move about or travel on foot to accomplish work.	Daily	Important
• <i>Drive.</i> Operate a motor vehicle to get oneself or others to and from various work locations.	Weekly / Monthly	Important
Working Memory	Frequency	Criticality of Requirement
• <i>Audio Memory.</i> Retain and retrieve information gained via audio sources.	Hourly / Constantly	Important
• <i>Visual Memory.</i> Retain and retrieve information gained via visual sources.	Hourly / Constantly	Important
Comprehension	Frequency	Criticality of Requirement
• <i>Rapid Comprehension & Application.</i> Grasp meaning, nature, or importance of information, then quickly and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
• <i>Complex Comprehension & Application.</i> Grasp the meaning, nature, and importance of complex, ambiguous or difficult information, and correctly apply knowledge to work or situation.	Weekly / Monthly	Very Important
Environmental Working Conditions	Frequency	Criticality of Requirement
• <i>No Substantial Hazards.</i> Position is not substantially exposed to adverse environmental conditions.	--	--
Level of Physical Activity	Frequency	Criticality of Requirement
• <i>Sedentary Work.</i> Work primarily requires exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.	Hourly / Constantly	--

EQUAL OPPORTUNITY EMPLOYER

CRESA is an equal opportunity (EEO) employer and does not unlawfully discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, marital status, disability, genetic information, veteran status or any other basis prohibited by federal, state or local law. Recruitment processes are conducted to ensure open competition, equal employment opportunity and prohibit discrimination. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities during the selection process if requested. Applicants are responsible to notify the Human Resources Manager of the accommodation needed at the time of application or at least two days prior to the date needed. For an alternate format of this information, contact ADA Compliance Office: (360) 992-9205. Washington Relay Service – 7-1-1 or (800) 833-6368

IMMIGRATION LAW NOTICE

Only U.S. Citizens and aliens lawfully authorized to work in the United States will be hired. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.