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| CLASSIFICATION                            | 12                  |
| RANGE                                     | \$54,863 - \$82,295 |
| FLSA                                      | EXEMPT              |
| NOTICE REQUIREMENT                        | 30-DAYS             |
| WORK-LOCATION                             | HYBRID              |
| RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT | NO                  |

## Senior Financial Analyst

### Job Summary:

Under the supervision of the Director of Finance, performs responsible complex professional finance work involving the research, analysis, preparation and maintenance of budgets and financial information and forecasts for management, reporting and audit purposes. Assists in the maintenance, control and analysis of fiscal operations of the County government. Directs the preparation of and monitors the County budget. Assists in monitoring expenditure and revenue activity, providing data visualization of current levels as well as forecasted / trend analysis. Works with the Director of Finance to provide a transparent view of financial data and presentations to the County Board of Supervisors, County Administration and staff, the citizens of Botetourt County, and other users of County financial information. Performs related duties and projects as assigned.

### Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the mission, vision, and values of the County.
- Plays a major role in forecasting County financial operations, maintains trend analysis database and applies various forecasting methods.
- Provides graphic representations of data analysis applying data visualization techniques.
- Provides support for fiscal year-end preparation, including development of documentation and analysis for the County's public auditors.
- Establishment of a fixed asset inventory which will reside on the County's ERP system including updating and maintaining this system. This would include tracking additions, deletions, and transfers of assets and preparation of related documentation for the County's auditors.
- Assists in the annual budget preparation and roll out. Works with Budget Task Force members in verifying budget data and information.
- Assist in the preparation and online posting of advertised budgets and annual budget information.
- Assists in the development of the County's Comprehensive Annual Financial Report, providing statistical tables and graphic analysis. These efforts contribute to the submission for GFOA certification of Achievement for Excellence in Financial Reporting.
- Initiate process and work toward meeting requirements for attaining the GFOA Distinguished Budget Presentation Award and / or the GFOA Popular Annual Financial Reporting Award.
- Assists in the preparation and presentation of agenda items for the monthly Board of Supervisors meetings.
- Provide support for federal and state grant submissions and audits.
- Monitor Capital Improvement Projects (CIP) and respective budget appropriations.
- Provide Finance department support for monthly, quarterly, and annual deadlines.
- Assist in the development and analysis of studies for taxes, fees, and respective rates and other comparative financial-based data.
- Assist in developing, monitoring and assessing internal controls and accounting policies and recommends changes.
- Provides departmental support for ERP system conversions & enhancements.

- Prepares and delivers public presentations as required, helps communicate financial information in easy-to-understand terms, assists with and supports public engagement, and assists with the development and maintenance of financial performance dash boards for public and management use.

**Job Requirements:**

- Any combination of education and experience equivalent to graduation with a four (4) year degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.
- Minimum five (5) years' experience in finance and accounting.
- Governmental accounting work experience
- Certification as a Certified Public Accountant or a master's degree in finance or a Master of Public Administration with focus in financial management, preferred.

**Physical Demands/Special Work Environment:**

- Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 30 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing documents and visual media; transcribing; viewing a computer terminal; extensive reading and editing.
- Work requires preparing and analyzing written or computer data and operating machines.
- Work is generally in a moderately noisy location (e.g., business office, light traffic).
- The person in this position needs to occasionally move between County buildings to attend meetings; access files, office machines, and to interact with County employees.
- Possession of a valid Virginia driver's license and a good driving record.

**Reports to: Director of Finance**

**Supervisory Responsibility: None**

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

*Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date