

<b>JOB DESCRIPTION</b>		
<b>JOB TITLE:</b> Sr. Financial Analyst	<b>JOB NUMBER:</b> <b>JOB GRADE:</b> VI	Approved:
<b>REQUIREMENTS: SPECIALIZED TRAINING OR BACKGROUND EXPERIENCE (AMOUNT AND TYPE)</b>		
BA degree in accounting or finance, and 2-5 years of relevant experience.		
<b>GENERAL JOB DESCRIPTION:</b>		
<p>The employee in this classification is responsible for monitoring the activities of service providers and processing requests for payment. This is a position wherein the person performs assignments in accordance with professional accounting principles and practices, and applicable procedures, policies, and legal regulations. This person carries out the fiscal programs and activities of the Agency under the supervision of the Accounting Supervisor.</p>		
<b>DUTIES:</b>	<b>LIST THE PRINCIPAL DUTIES OF THIS JOB. ALSO, DESCRIBE ANY SPECIAL CIRCUMSTANCES, REQUIREMENTS OR RESPONSIBILITIES WHICH ARE IMPORTANT IN EVALUATING THE JOB.</b>	
<ol style="list-style-type: none"> <li>1. Review and analyze subcontractor financial reports and prepare check requests for payment.</li> <li>2. Maintain subcontractor local match reports.</li> <li>3. Maintain communication with subcontractors, verbally and in writing, as appropriate.</li> <li>4. Provide some technical assistance to subcontractors.</li> <li>5. Monitor contracts with DAAA funding sources and subcontractors.</li> <li>6. Assist in preparing reports to DAAA management, Board members, government agencies and outside funding sources.</li> <li>7. Analyze and reconcile various reports.</li> </ol>		
<b>CORE COMPETENCIES:</b>		
<ul style="list-style-type: none"> <li>• <b>Financial Stewardship:</b> ability to audit, do accounting work, Budget, understand and apply fiscal responsibility</li> <li>• <b>Financial decision support:</b> ability to assist with acquiring and contracting business process and practices, research analysis, information technology management, and application of project management (multi-tasking)</li> <li>• <b>Collects and Researches data</b> (information gathering) the ability to identify the information needed to clarify a situation; seek information from appropriate sources, and use skillful questioning related to claims</li> <li>• <b>Analytical Thinking:</b> Notices discrepancies and inconsistencies in available information. Identifies a set of features, parameters, or considerations to take into account, in analyzing a situation or making a decision. Approaches a complex task or problem by breaking it down into its component parts and considering each part in detail.</li> <li>• <b>Initiative:</b> Identifying what needs to be done and doing it before being asked or before the situation requires it. Identifying what needs to be done and takes action before being asked or the situation requires it.</li> </ul>		
<b>SUPERVISION: TITLE OR IMMEDIATE SUPERVISOR OF EMPLOYEE HOLDING THIS JOB</b>		
<b>SUPERVISOR OR DEPARTMENT:</b> Accounting/Finance Supervisor		
<b>TYPE OF SUPERVISION UNDER WHICH JOB IS PERFORMED:</b> <input type="checkbox"/> CLOSE <input checked="" type="checkbox"/> MODERATE <input type="checkbox"/> GENERAL <input type="checkbox"/> SLIGHT	<b>SALARY RANGE:</b> \$ _____ - \$	

**RESPONSIBILITIES:**

	S/N	Mod.	Cons.	GRT
Contact with employees within the agency.	[ ]	[ ]	[x]	[ ]
Contact with people within the community.	[ ]	[ ]	[x]	[ ]
Handling money.	[ ]	[x]	[ ]	[ ]
Handling of confidential information.	[ ]	[ ]	[x]	[ ]
Judgement and analytical ability required.	[ ]	[ ]	[x]	[ ]
Initiative and ingenuity required.	[ ]	[ ]	[x]	[ ]
Ability to analyze budgets.	[ ]	[ ]	[x]	[ ]
Report writing skills.	[ ]	[x]	[ ]	[ ]

Key: S/N = Slight to None; Mod. = Moderate; Cons. = Considerable; GRT = Great

**JOB TITLE:****Financial Analyst**

**DUTIES CONT'D.: LIST THE PRINCIPAL DUTIES OF THE JOB. ALSO DESCRIBE ANY SPECIAL CIRCUMSTANCE, REQUIREMENTS OR RESPONSIBILITIES WHICH ARE IMPORTANT IN EVALUATING THE JOB.**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED IN THE JOB POSITION: LIST PRIMARY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Working knowledge of computerized accounting systems (Solomon preferred), Ms Word, Excel, Access.
2. Ability to analyze financial data and make projections and appropriate recommendations.
3. Ability to communicate clearly both verbally and in writing.
4. Ability to maintain confidential information.
5. Ability to multitask
6. Ability to operate under strict deadlines