

HHSS FISCAL PROJECT ANALYST

DESCRIPTION: Under general direction, is responsible for the design, development, and implementation of fiscal and budget control and reporting systems for major program projects; performs related work as assigned.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans the development and installation of special accounting systems, record management policies, and related procedures for major program divisions and other administrative units.

Conducts reviews of program operations, with special emphasis on projects relating to major cost centers within the agency, to ascertain fiscal record control system needs.

Assists in the adaptation of conventional accounting and record keeping functions to automated accounting systems.

Devises forms and prepares memorandums and procedural manual materials required to guide activities of bookkeeping and clerical personnel who post and keep records.

Applies principles of accounting to analyze records of past and present program operations, trends and costs, estimates for future revenues and expenditures, in order to prepare project budgets and makes recommendations to management staff.

Reviews and analyzes various periodic program payment and collection reports in order to insure that all necessary accounting procedures are satisfied in the most efficient manner.

Confers with agency personnel in other divisions, private organizations, and representatives of local, state and federal governments in order to obtain information for design of accounting systems.

May supervise personnel performing routine phases of accounting procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: federal and state laws and regulations relevant to the agency's accounting functions; basic supervisory techniques.

Ability to: establish and maintain effective working relationships; develop policies and procedures which are consistent with state and federal accounting requirements.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

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Knowledge of: principles of accounting and fiscal administration including budgeting, financial reporting, and cost benefit analysis techniques; financial management systems; budget and fiscal analysis methods and practices; data processing systems capabilities for accounting applications; modern office methods and equipment.

Ability to: analyze and evaluate the effectiveness and efficiency of fiscal operations; communicate effectively, both orally and in writing in describing accounting procedures; evaluate the practicality and desirability of new financial data processing systems; deal tactfully and effectively with public and private officials; develop internal accounting and information reporting procedures.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school education in any of the following areas: accounting, finance, public or business administration, economics, statistics, mathematics, computer science, or related areas.

AND/OR

Experience in any of the areas above including responsibility for any of the following functions: fiscal or accounting systems analysis; budget analysis or preparation; cost/benefit accounting and/or analysis; design and/or development of accounting control and reporting systems; financial auditing; fiscal records, management; or related areas.