

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Financial and Budget Analyst**

Dept.: **Business Office**

Job Code Number: **10122**

Reports to: **Manager, Business & Finance**

Grade Number: **17, Non-represented**

Effective Date: **March 2002**

FLSA Status: **Exempt**

General Position Summary:

Provides independent financial analysis on a wide range of issues and programs. Responsibilities include development of analysis models to evaluate agency financial performance, identify impact of proposed action plans, prepare and track annual operating and capital budgets, develop long-range financial plans and forecasts, and maintain financial information databases.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Prepares and assists in annual operating and capital budgets for management approval.
2. Prepares annual long-range plan for capital programs.
3. Develops and implements financial reporting and analysis models.
4. Analyzes the financial impact of proposed action plans.
5. Identifies and communicates trends and issues impacting agency financials.
6. Creates and maintains Access databases of financial and operational data.

Secondary Duties:

1. Provides backfill for Manager as necessary.
2. Assists in accounting, cash management, and financial statement preparation as necessary.
3. Participates in training others as needed.
4. Other related duties as assigned.

Communication:

Contacts are normally made with KCLS staff and customers, vendors, etc. Contacts are regularly made on the incumbent's own initiative and occasionally made at the supervisor's request or initiated by a third party. The position has a requirement to interact regularly with KCLS staff and communications regularly contain confidential/sensitive information necessitating discretion at all times.

Initiative:

The position occasionally operates from established and well-known procedures and is responsible for problem solving with others within own department. The position often requires design of new tools or models and the job involves a high degree of complexity. The incumbent operates independently and receives minimal supervision. The position is exposed to frequent new and varied work situations and decisions are made within broad interpretation of applicable laws and governmental guidelines.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position requires refined planning and goal-setting skills and the incumbent plans as part of a group activity. Some strategic planning is required at the facility/department level. The position makes decisions that have impact across a limited number of work units. The position's work is monitored or checked occasionally by the manager. An error in the incumbent's work would jeopardize the integrity of sensitive financial documents, may lead to incorrect decision-making or inaccurate annual budgets and capital project cost estimates resulting in cost overages/shortages. A delay could result in delays in the long-range plan, or budgeting process.

Leadership:

The position is responsible for mentoring and leading. The position is responsible for role modeling and promoting organizational values within own work unit or department.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Bachelor's degree in Finance, Accounting, economics or related field.
- Two to four years of financial analysis and budgeting experience. MBA desirable.

Necessary Knowledge, Ability and Skills:

- Thorough knowledge of standard financial analysis techniques and tools.
- Solid understanding of statistical and financial analysis concepts.
- Extensive knowledge of financial reporting formats, schedules and reports.
- Extensive knowledge of budgeting processes and procedures.
- Advanced spreadsheet skills
- Considerable knowledge and experience in the use of relational databases.
- Considerable experience with financial reporting systems.
- Thorough knowledge of general accounting and financial standards and guidelines applicable to governmental organizations.
- Working knowledge of KCLS staff and organizations involved in financial reporting and analysis activities.
- Knowledge of mentoring concepts.

Ability to:

- Provide independent analysis and research in a variety of KCLS financial and operational areas.
- Draw accurate conclusions from analyzing financial data and present conclusions clearly and accurately.
- Formulate specific recommendations regarding programs, systems, reports, schedules and other areas of involvement.
- Work in a fast-paced, deadline driven environment with multiple projects and changing priorities.
- Maintain a disciplined, organized and detail oriented approach to all aspects of own work.
- Effectively relate to organizations and staff throughout KCLS.
- Develop priorities and handle many tasks and projects at the same time.
- Read, write, speak and understand the English language.

Skill in:

- The use of computer hardware, software and programs used by KCLS.
- Listening to, understanding and interpreting information received from KCLS staff.
- Developing, training and providing leadership to departmental staff.
- Communications with staff throughout KCLS, both written and verbal.
- Research and analysis of complicated financially related issues and situations.
- Coordinating and leading others in projects, teams and cross-functional activities throughout KCLS.

## SPECIAL REQUIREMENTS

MBA preferred but not required

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in a normal office environment. Occasional overtime, constant sitting, and extensive PC monitor work are included in the job.

### Advancement Possibilities:

Manager, Business and Finance

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
HR Manager

Final: 7/31/01  
Revised: 3/18/02