

JOB DESCRIPTION

JOB TITLE:	Budget/Fiscal Analyst
REPORTS TO:	Director of Finance and Business Services
DIRECT REPORTS:	None
FLSA STATUS:	Non-Exempt
SALARY BAND:	Band A: \$21.63/hr. - \$24.04/hr.

SUMMARY: The Budget/Fiscal Analyst maintains the organizational budget, prepares financial and grant reports for the organization, and analyzes data to ensure accounting financial reports are in accordance with generally accepted accounting principles and compliance with federal, state and grant rules and regulations.

The Workforce Development Council is a recipient of multiple funding sources in addition to the Workforce Investment Act. Based on the knowledge, skills and abilities of employees and the business needs of the company, employees may be assigned additional duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains the consolidated organizational budget, including updating funding resources and associated costs, analyzing actual comparative activity, and reports the results to the Director of Finance and Business Services.
- Compiles, analyzes and prepares the monthly financial reports for the Board, Finance Committee, and WDC management, and reports to the Director of Finance to ensure accordance with GAAP and GAAS.
- Analyzes and prepares special grant fiscal reports and statistics as requested by the Board, Finance Committee or WDC management, and reports the results to the Director of Finance to ensure accuracy and compliance.
- Develops financial data and trend analyses, monitors grant data activity on a regular basis, and reports the results to the Director of Finance and Business Services.
- Prepares the grant fiscal reports, including gathering fiscal data, preparing the reports, analyzing the information, and submitting the reports to the grantors once reviewed by the Director of Finance and Business Services.
- Works closely with the MIS Program Analyst to develop and align the grant fiscal data/reports with the grant program performance data/reports for assurance that the Board and WDC Management are receiving consistent and accurate information.
- Reviews program grant budgets submitted by the Program Managers and aligns information with the consolidated organizational budget.
- Prepares the monthly bank reconciliations and cash reports.
- Attends the monthly Finance Committee meetings with the Director of Finance and Business Services.
- Key liaison with the Financial Asset Coalition, including coordinating financial training classes, attending monthly meetings, and monitoring the annual grant contract.
- Implement and monitor effective budget policies and procedures.
- Perform related duties as assigned including backing-up the other accounting functions.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's Degree required; accounting/finance/business administration preferred.
- One or more years' experience in related field.
- Experience with complex accounting software; MIP/Sage strongly preferred.
- Non-profit/government fund accounting experience strongly preferred.
- Advanced MS Excel and Word Processing required.
- Proven and effective analytical and planning skills.
- Proven and effective oral and written communication skills.

OTHER SKILLS AND EXPERIENCE:

- Must know all phases of accounting and budgeting principles.
- Ability to perform complex reporting and data analytics with minimal supervision.
- Ability to identify, analyze and report/solve problems with minimal supervision.
- Capable of working independently and in a team.
- Ability to read and interpret documents and regulations pertaining to the job and to review relevant updates.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Ability to perform a range of physical motions including but not limited:

- Frequently sits for extended periods while performing desktop activities.
- Repetitively uses hands and wrists on computers and telephone.
- Able to lift and carry up to 40 pounds.