

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Financial and Budget Analyst**

Dept.: **Business Office**

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

Effective Date: **Revised January 2019**

Job Code Number: **10122**

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

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.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Teamwork/Collaboration

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in finance, accounting, economics, or related field required. MBA preferred.
- Two to four years' financial analysis and budgeting experience.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with finger use and typing/10-key up to frequent, this keyboarding may be repetitive up to

frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift up to 10 pounds.

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: _____
Director of HR