

KING COUNTY LIBRARY SYSTEM

Job Description

Title: **Senior Financial and Budget Analyst**

Dept.: **Business Office**

Reports to: **Finance Manager - Budget**

Effective Date: **July 2022**

Job Code Number: **10128**

Grade Number: **19, Non-represented**

FLSA Status: **Exempt**

General Position Summary:

This position provides independent financial analysis and serves as a senior technical advisor on a wide range of issues and programs. Responsibilities include development of analysis models to evaluate organizational financial performance, identification of impact of proposed action plans, preparation and tracking of annual operating and capital budgets, development of long-range financial plans and forecasts, and maintenance of financial information databases.

This position exercises considerable discretion and independent judgement when evaluating various alternatives and making recommendations and decisions. Work assignments typically are highly visible and technically complex, have significant financial responsibility, require discretion, and involve collaboration with all KCLS departments and/or government entities.

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. Lead planning, implementation and evaluation of the budget process and develop strategies and alternatives that focus on continuous improvement, innovation and change.
2. Serve as a technical advisor to senior leadership and department staff to develop and monitor detailed project spending plans and annual budgets.
3. Analyze and interpret complex financial information and policies using advanced principals and techniques to review and evaluate the accuracy of plans, reports, and supporting information; identify and observe trends, examine basic elements and key relationships, evaluate alternatives, and make recommendations.
4. Provide financial modeling and forecasting; defend and monitor complex operating and capital budgets.
5. Deliver monthly and annual financial reports. Provide information to senior leadership to facilitate analysis of budget variances and financial trends using Microsoft Excel, Power BI, DAS, and other analytical or data visualization software.
6. Lead studies and analysis for the development of the Capital Improvement program using cost-benefit analysis, business cases, and similar techniques to assist in the prioritization of capital investments within the department based on consistent objective criteria.

Secondary Duties:

1. Provide backfill for manager as necessary.
2. Participate in training others as needed.
3. 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, 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.
- Three to five years' financial analysis and budgeting experience.
- Knowledge of Budgeting, Accounting and Reporting Standards (BARS)
- Proficient with computer applications such as Microsoft Excel (Advanced), Power BI, DAS, and other analytical or data visualization software.
- Demonstrated ability to analyze, present and communicate financial information clearly at all levels, including non-financial managers and staff.
- Familiarity with JD Edwards software preferred

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. Incumbent may be permitted hybrid telework schedule upon request.

Advancement Possibilities:

Finance Manager - Budget

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