



POSITION DESCRIPTION

Administrative Services Principal Fiscal Analyst – Senior and Disability Services

Fiscal Principal
EMPLOYEE NAME: <hr/>
Position Title: Principal Fiscal Analyst
Classification/Salary Range: Principal Fiscal Analyst – SDS / GSAM Range 28
Division/Program: Administrative Services / Fiscal Services Department
Reports to: Senior and Disability Services Director
FLSA Status: Non-Exempt, Overtime-eligible
Representation: Not represented by a union
Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed
Position Purpose
<p>Position Purpose: The Principal classification is distinguished from the Senior classification by performing very broad and complex duties requiring comprehensive knowledge and expertise with broad latitude for independent decision-making. Performs complex professional and analytical tasks in the financial, accounting and budget environment.</p> <p>Medium to high level of responsibility for accurately projecting agency resource commitment. Includes decision making and/or recommendations with only general checks for reasonableness of actions. Decisions made within policy and procedure guidelines and in compliance to and consistent with generally accepted accounting principles, state, and federal laws.</p> <p>Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 the employer and employee.</p>

Position Essential Functions

Prepares Senior and Disability Services (SDS) Adopted and Revised Budgets, highly complex financial statements, and schedules in compliance with federal and state requirements.

Ensures LCOG compliance with federal, state, and local legal requirements; ensuring adherence to requirements; advising management on needed actions.

Prepares financial statements, schedules, reports, payments, and billings to various agencies.

Maintains a list of all SDS contracts and ensure compliance.

Monitors budget and works with SDS managers to stay within budget. Answers questions and provides support as issues come up. Prepares a variety of SDS financial and budgetary reconciliations, including special financial, accounting, and budget forecasts and responds to requests for analysis.

Manages and responds to monitoring and audits by the state and other agencies.

Maintains and monitors General Ledger (GL) accounts for accuracy and usefulness. Maintains and adjust staff allocations. Reconciles all GL accounts at year end to close funds and determine fundraising splits with appropriate agencies.

Assists in the month end close processes, including preparing and processing a variety of journal entries.

Prepares and compiles general ledger and subsidiary accounting records according to established accounting procedures.

Uploads Agency budgets to Caselle.

Participates in the annual external audit. Manages LCOG Agency audit when needed. Prepare schedules as needed and upload them to the Audit portal. Prepares the statistics section of the Annual Comprehensive Financial Report (ACFR.) Submit ACFR to Government Finance Officers Association (GFOA) and the state of Oregon. Includes answering, and complying with, prior year GFOA comments.

Responsible for S&DS bank account reconciliations.

Assists in preparing special reports or projects requiring extensive research, interpretation, or auditing of financial and statistical data.

Other duties as assigned which may include but is not limited to, approving daily cash deposits when needed; provide checks to Accounts Payable; assist fiscal staff with questions; monitor LCOG TEAMS app for staff transitions, completing fiscal information and sending to HR.

Other Duties of Position

Knowledge of generally accepted accounting procedures, internal control, risk management, financial reporting, and budget for governmental entities.

Excellent skills using MS Word, Excel, Access, and Internet Explorer.

Excellent problem-solving skills with a high level of attention to detail.

Strong organizational skills and the ability to work under pressure.

Ability to handle and prioritize multiple tasks and meet all deadlines.

Ability to apply established procedures and guidelines to the preparation of financial reports.

Ability to develop procedures to streamline fiscal processes.

Ability to communicate effectively with other employees and the public using tact, courtesy, and good judgment.

Ability to maintain confidentiality and exercise extreme discretion.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to work on multiple tasks and meet deadlines with multiple interruptions.

Must be able to work independently, in a collaborative team environment.

Ability to deal with complex matters in a timely manner.

Commitment to working effectively with people from diverse backgrounds, in support of an inclusive and respectful environment.

Minimum Qualifications

Accounting degree preferred. A minimum of five years progressively responsible experience in accounting. Two years of accounting or finance education can substitute for one of the five years of experience requirement, or any combination of education and experience that provides the knowledge, skills, and abilities required to perform the job. Knowledge of public budgets, and fiscal/payroll areas a plus.

Signatures

Employee signature and
date _____

Manager signature and
date _____

Human Resources signature and
date _____