

## **FINANCIAL ANALYST**

**225-F**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for evaluation and analysis activities pertaining to services or programs provided through county departments. The Financial Analyst assists in the evaluation of departmental programs and contracts with agencies providing services for a County department. The position will also involve budget analysis for County departments and program performance evaluation for services provided through County agencies. Work is performed under supervision with leeway for independently performing some of the duties of the position. Supervision may be exercised over subordinate fiscal support staff.

**TYPICAL WORK ACTIVITIES:**

Analyzes financial statements, accounting records, and department budgets to extrapolate data and to identify inconsistencies, anomalies, trends, and cycles;

Makes policy recommendations relating to budget issues;

Assists in the development and installation of account keeping and record keeping procedures;

Researches materials concerning revenue and/or financial aid programs related to services provided by government agencies;

May assist in the completion of revenue or financial aid applications;

Evaluates programs and contracts to identify financial benefits or disadvantages;

Assists in conducting performance evaluations for human services programs provided through county departments;

Maintains a variety of records and files relating to assigned activities;

Prepares reports and makes written or oral presentations about findings;

Conducts cost analysis studies; and

Provides assistance and guidance in the preparation and maintenance of department budgets.

Performs other duties and projects as assigned by the Department Head.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of local government operations and government

administration; good knowledge of financial information used in monitoring program performance in terms of contractual and fiduciary requirements, and in planning or forecasting events based upon an analysis of data trends; good knowledge of fiscal management and budgeting including the sources and control of revenue, maintaining fund balances, financial instruments and documents, and budget preparation and implementation; ability to understand and interpret written and tabular material; ability to understand and analyze financial data presented in a budget and programmatic context; ability to identify or detect budget inconsistencies, anomalies, trends, and cycles; ability to draw inferences by extending or projecting known information; ability to interpolate and extrapolate data from budgets or financial reports; ability to present ideas clearly both orally and in writing; honesty; integrity; and accuracy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a recognized or regionally accredited college or university with a Bachelor's Degree or higher in Accounting, Business Administration, Finance, Economics or a related field and two (2) years of record keeping responsibilities in accounting, auditing, public administration or budgeting experience; or
- (B) Graduation from a recognized or regionally accredited college or university with an Associate's Degree or higher in Accounting, Business Administration, Finance, Economics or a related field and four (4) years of record keeping responsibilities in accounting, auditing, public administration or budgeting experience.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 11/19/96  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan on 7/13/16  
Revised and Replaced in Clasplan: 11/17/2022  
Revised and Replaced in Clasplan 12/13/2023  
Revised and Replaced in Classlan: 4/4/2025 (Edu)