**Lauderdale County MS**

**Financial Analyst (Budget Analyst)**

**Employment Posting**

The Lauderdale County Board of Supervisors will be accepting resumes for the Financial Analyst position until July 15th, 2024. See job description below for position information. Send all resumes or questions to the County Administrator, Chris Lafferty, at [clafferty@lauderdalecounty.org](mailto:clafferty@lauderdalecounty.org). The intent of the Board of Supervisors is to interview qualified candidates on or around August 1st with a start date on or around September 1st, 2024.

**LAUDERDALE COUNTY, MISSISSIPPI**

**JOB DESCRIPTION**

JOB TITLE: Financial Analyst (Budget Analyst)

DEPARTMENT: County Administrator

REPORTS TO: County Administrator

FLSA STATUS: Exempt

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a fall shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** Responsible for overseeing the financial accounting and reporting of funds, assisting the County Administrator in preparing annual budget and financial statements, and maintaining the continuation of a fiscal and accounting program for Lauderdale County.

**ESSENTIAL JOB FUNCTIONS:**

1. Shall in conjunction with the County Administrator, prepare the annual budget, advise the Board of Supervisors on any amendments or changes in the budget as necessary throughout the fiscal year, as well as various duties not specifically described herein.
2. Provides reports to the Board of Supervisors, prepares financial statements and operating data, and special reports as required; develops and presents to the Board of Supervisors matters requiring their decision.
3. For budget preparation, gather property assessment information from tax assessor, project Ad Valorem tax revenue for upcoming year, project other revenue for the year, and compile spreadsheets for each department/fund with YTD and other fiscal year activity.
4. Prepare spreadsheets to determine projected cash needs and to determine surplus funds to be invested.
5. Prepare monthly spreadsheets to determine projected revenue/expense by fund.
6. Consult with municipal advisor (company), County Administrator and Board of Supervisors for any debt issues as they arise.
7. Prepare various reports for Board of Supervisors, County Administrator and other departments on a monthly and quarterly basis.
8. Work in close contact with and assist various departments with monthly/quarterly grant reporting requirements and other issues as they arise.
9. Act as liaison for the county with the independent auditors and prepare several audit work papers and spreadsheets.
10. Prepare year end grant work papers and review grant files from the various departments within the county.
11. Assist outside entities/parties with any financial information requests.
12. Work with Comptroller for beginning balances input to accounting system at start of each year; prepare final year end budget adjustments as needed and journal entries throughout the year.
13. Review inventory, any changes in fixed assets annually, open purchase orders, and processing of invoices monthly.
14. Keeps abreast of current trends and practices in field of expertise; responsible for attending all meetings of the Board of Supervisors, to answer questions regarding the financial condition of County funds and status of investments.

**SECONDARY DUTIES AND RESPONSIBILITIES:** Other related duties as required

**SUPERVISORY RESPONSIBILITIES:** None

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* Knowledge of governmental accounting.
* Knowledge of State statutes and budgetary guidelines.
* Familiarity with governmental accounting standards.
* Knowledge of single audit compliance guidelines.
* Strong computer skills and knowledge of computer programs
* Proficiency with Microsoft Office Suite. (Word, Excel, PowerPoint)
* Ability to learn new software as necessary.
* Strong analytical skills
* Must be able to work with a heavy work-load.
* Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines.
* Ability to maintain confidentiality of information processed or prepared.
* Strong organizational skills essential.
* Ability to communicate effectively, both orally and in writing.
* Must possess positive, professional managerial and interpersonal skills.
* Ability to supervise other employees.
* Ability to make judgement calls, both verbal and written.

**EDUCATION AND EXPERIENCE REQUIRED:**

* Bachelor's Degree in Accounting.
* Three (3) years' work experience with governmental work or audit experience.
* Any equivalent combination of education and experience

**ADDITIONAL REQUIREMENTS:**

* Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.
* Certified Public Accountant preferred, but not required

**SALARY RANGE:** To be determined by the Board of Supervisors