



Job Title: Fiscal Analyst

Job Code: 41014

JOB SUMMARY

The Fiscal Analyst oversees the policy/procedures for the different department and places controls to mitigate the risk for financial liability.

MAJOR DUTIES

- Oversees the policy/procedures for the different departments and places controls to mitigate the risk for financial liability;
- Leads, plans, and/or conducts the financial audits of assigned organizations or programs, and determines scope of investigation required;
- Interprets auditing procedures;
- Examines processes related to area of assignment;
- Makes accurate accounting calculations;
- Performs technical report writing assignments;
- Prepares clear and accurate financial reports; and
- Other duties as assigned.

COMPETENCIES

- Oral and written communication skills
- Analytical skills
- Skill in interpersonal relations and dealing with the public
- Skill in the operation of computers and job related software programs
- Ability to manage multiple projects within specified time frames
- Decision making and problem solving skills

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business Administration ***and*** Three (3) years budgeting, accounting, statistics, or other related experience

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location