



POSITION DESCRIPTION

Administrative Services Senior Financial Analyst (Government Services)

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EMPLOYEE NAME:

Position Title: Senior Financial Analyst (Government Services)

Classification/Salary Range: Finance Associate / GSAM Range 25

Division/Program: Administrative Services / Finance and Budget Department

Reports to: Finance 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

Position Purpose: This position performs all financial, budget, and contract related duties in support of the Government Services Division programs and services.

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.

Position Essential Functions

Performs all financial, budget, and contract related duties for of the Government Services Division programs and services.

Reviews and processes all contracts and agreements. Distributes monthly preliminary and final management billing reports to division project managers.

Reviews preliminary billing reports and notifies project managers of problems and possible recommendations to resolve issues.

Generates monthly, quarterly, and ad-hoc invoices for Government Services projects.

Generates quarterly and/or semi-annual Federal and State reports regarding project expenditures and match information in compliance with grant requirements.

Monitors budget performance and recommends corrective action.

Participates in the year-end audit and year-end closing involving balancing of funds and preparation of the SEFA.

Primary point of contact for Government Services Division Director in the development of proposed and supplemental budgets and ongoing internal budget processes.

Cross training with other fiscal duties.

Other Duties of Position

Provides back-up support to other positions in the office in case of absence or work overload.

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

Works to participate in the learning environment within the division.

Regular and on-time attendance.

Other duties as assigned.

Minimum Qualifications

A combination of education and direct experience that results in a minimum of five years of progressively responsible experience in accounting. Accounting work that involves direct experience working with contracts or grants, governmental accounting and budget experience is preferred.

Knowledge, Skills & Abilities

Ability to organize, plan, and coordinate multiple tasks with attention to detail; handle multiple interruptions; maintain focus on tasks; and produce accurate work.

Knowledge of generally accepted accounting procedures, internal control, risk management, financial reporting, state and federal funding source reporting requirements and budget for governmental entities.

Knowledge of Excel, Word.

Knowledge of contracting and procurement laws, regulations, and standards.

Ability to apply established procedures and guidelines to daily work.

Excellent written and oral communication skills.

Ability to think creatively and respond to a changing environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to work with accuracy and attention to detail to meet deadlines.

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

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

Signatures

Employee signature and
date_____

Manager signature and
date_____

Human Resources signature and
date_____

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