

SNOHOMISH COUNTY JOB DESCRIPTION

FISCAL RESOURCES ANALYST

Spec No. 2085

BASIC FUNCTION

To assist a department regarding budget development and administration, sound fiscal health, annual and long range plans, management information, legislative fiscal impact, rates for services, and organizational, management, and operational studies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Advises and assists with budget development and administration and related questions, problems and procedures.
2. Determines the fiscal impact of all ordinances, contracts, and budget modifications; develops findings, conclusions and recommendations as appropriate.
3. Monitors the fiscal health of applicable funds through analysis of revenues, expenditures, cash position, and fund balance; assists accounting with cash flow projections by providing input as required; interprets accounting information and correlates with appropriate budgets, plans and programs.
4. Advises and assists with annual and long-range construction, management and fiscal plans.
5. Develops and analyzes computerized fiscal models and programs; develops fiscal impact models.
6. Develops and recommends rates for services; determines rate objectives; reviews revenue requirements, operating costs and capital acquisition plans; develops rate amount and timing options.
7. Coordinates and/or prepares management information reports.

STATEMENT OF OTHER JOB DUTIES

8. Analyzes legislative fiscal impacts as required.
9. Completes organizational, managerial and operational studies as required.
10. Monitors division goals, objectives and fiscal performance measures.
11. Acts as liaison with Accounting, Budget, Analysis and Reporting, and Information Technology.
12. Completes cost/benefit analyses and/or special projects as assigned.
13. May act as a lead or supervise.

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STATEMENT OF OTHER JOB DUTIES (Continued)

14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, accounting or political science; PLUS, three (3) years professional level experience involving fiscal, managerial, and analytical work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

When assigned to the Department of Information Services:

Candidates for employment must successfully pass a criminal background investigation, which includes fingerprinting.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods and procedures of business or public budgeting, fiscal management, and administration
- revenue, expenditure and cash forecasting methods and models
- organization theories and practices
- research methods and techniques
- program budgeting and financial management concepts and principles
- accounting principles and practices

Ability to:

- work independently with a minimum of supervision
- plan and manage complex projects
- plan and organize work, meet deadlines and manage several projects simultaneously
- evaluate and interpret complex financial data
- exercise initiative and judgment and make decisions within the scope of assigned authority
- operate personal computers and applied software packages
- organize facts and present findings, conclusions and recommendations in a clear, concise and logical manner
- assess the relative advantages and disadvantages of alternative courses of action
- prepare clear and concise written reports
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds

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KNOWLEDGE AND ABILITIES (Continued)

- establish and maintain effective work relationships with elected officials, department heads, executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public

SUPERVISION

Employee reports to an administrative superior as assigned. The work is performed with considerable independence and is reviewed through meetings, periodic status reports and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required.

The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1990
Previous Spec No. 310237
Revised: May 1991, June 1998, October 2002
EEO Category: 2 – Professionals
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous