

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Financial Analyst 1		<b>Class Code:</b> 002RJ1
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> PAT 1	<b>Effective Date:</b> 4-12-13
	<b>Summary:</b> Incumbent is responsible for monitoring expenditures, reviewing contracts, developing and monitoring programs and budgets, developing and monitoring funding sources, preparation of financial reports, adherence to grant requirements, and analysis and research of financial data for agency use.		

**Duties:**

- Certifies the accurate reporting of agency financial data with respect to area of assignment;
- Assists controller in developing annual and biennium budget(s);
- Responsible for the monitoring of expenditures are met in accordance with grant provisions;
- Assist controller in monitoring expenditures on an ongoing basis to ensure budget compliance;
- Review contracts to verify funding source and adherence to annual budget;
- Assists in preparation of financial data for monthly and quarterly financial reviews;
- Work with contract compliance officer on all financial related matters;
- Assists in the development of performance measures for contracts and programs;
- Assist controller in developing and / or revising funding models for current or future agency programs;
- Analyze and research issues of interest for other program areas within the agency, identifying patterns and trends;
- Perform related duties as required.

**Job Requirements:**

- Through knowledge of the theories, principles, and practices of public finance;
- Extensive knowledge of federal and state laws, policies and procedures as they pertain to public finance programs;
- Extensive knowledge of agency organization, function and purpose;
- Specialized knowledge of automated fiscal systems;
- Advanced knowledge of computer and software programs and the ability to utilize these skills in assigned job functions;
- Excellent organizational and interpersonal skills;
- Dependability, attention to detail, good time management and multi-tasking skills;
- Flexibility and adaptability to respond quickly to issues and needs;
- Ability to communicate effectively with agency (non-agency) Finance staff;
- Excellent written and verbal communication skills;
- Ability to organize, prioritize and manage workflow;
- Excellent problem solving and analytical skills;
- Ability to accurately review, track and analyze financial data;
- Ability to understand and write reports, data collection and reporting procedures;
- Formulate sound recommendations and make appropriate decisions with the consideration of potential impact on agency programs;
- Ability to analyze and audit fiscal accounts, contracts, records, claims transactions and financial reports;
- Ability to coordinate workflow of subordinate employees.

**Difficulty of Work:**

Guidelines consist of generally applicable principles and theories of finance, as well as federal and state laws and policy and procedures that apply to governmental finance programs. The incumbent must use judgment in selecting and applying guidelines consistently to difficult and different financial problems such as those presented by large accounts, jointly funded accounts and multiple budgets. Must be able to identify and resolve or develop methods of resolution for funding and finance issues.

**Responsibility:**

Incumbent makes significant recommendations and decisions ensuring the agency fiscal process (budgeting procedures) are followed and completed based on federal, state, and agency policy. General objectives and boundaries are planned with the controller and / or appointing authority. Incumbent performs all assigned duties with a high degree of independence. Work is reviewed for impact on and consistency with agency goals and objectives.

**Personal Work Relationships:**

Incumbent works with central agency personnel and other agencies for the purpose of solving and discussing non-routine problems.