



**DUTCHESS COUNTY
CLASS SPECIFICATION**

FINANCIAL ANALYST (County)

DATE ADOPTED: 1/1/25

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for assisting the Director of Fiscal Services or higher-level employee in the Dutchess County Department of Finance in ensuring the accuracy of all transactions recorded in the County's general ledger. Duties would include the review and approval of all significant journal entries, tracking all reserve balances, the preparation of year end closing statements, as well as opening entries for budgetary accounts, the review of all resolutions passed by the legislature, initiating interfund transfers and monitoring accounting entries entered by payroll. This position also serves as liaison between the Department of Finance and the financial administrators of County departments. Work is performed under general supervision of a higher-level administrator with considerable leeway allowed in the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the overall planning and preparation of the County's financial statements;
2. Provides accounting advisement to all County departments, in areas such as developing and/or updating written accounting procedures;
3. Assists in the preparation of the annual financial report (AFR) filed with the state and all related reporting;
4. Assists with the preparation of the audited financial statements in conformity with Governmental Accounting Standard Board (GASB) 34 including coordination with County's external auditors;
5. Ensures compliance with GASB 87 and 96 which requires the oversight and monitoring of all County lease and subscription based agreements, as well as GASB 77 reporting;
6. Assists in the interpretation and implementation of new GASB and Office of State Comptroller (OSC) pronouncements and guidance;
7. Utilizes third party software to track lease and subscription based agreements;
8. Produces a variety of reports including sales tax, mortgage tax receipts, census surveys, retirement billing and any others requested by the supervisor;
9. Coordinates and researches specific projects as requested by the supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of modern accounting principles and practices; thorough knowledge of the general principles of municipal accounting including the preparation of financial reports; ability to supervise the maintenance of fiscal records and preparation of financial reports; ability to plan and supervise the activities of professional accountants; ability to supervise the development and installation of new accounting systems; ability to follow and convey complex oral and written directions, regulations, laws,



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etc.; ability to work with accounting system software; ability to gather, assemble, consolidate and analyze facts and draw conclusions; ability to establish and maintain effective working relationships with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Accounting or Finance which included or is supplemented by the completion of eighteen (18) credit hours in accounting and four (4) years of accounting or auditing experience, at least one (1) year of which must have involved working in a municipal setting or in a public sector agency such as a hospital or human service agency that receives government funding (i.e. federal, state, and/or county funds) and at least one (1) year of which must have involved supervision of other employees;
- OR: (B) Master's degree in Accounting or Finance which included or is supplemented by the completion of eighteen (18) credit hours in accounting and five (5) years of accounting or auditing experience, at least one (1) year of which must have involved supervision of other employees;
- OR: (C) Bachelor's degree in Accounting or Finance which included or is supplemented by the completion of eighteen (18) credit hours in accounting and five (5) years of accounting or auditing experience, at least one (1) of which must have involved working in a municipal setting or in a public sector agency such as a hospital or human service agency that receives government funding (i.e. federal, state, and/or county funds) and at least one (1) year of which must have involved supervision of other employees;
- OR: (D) Bachelor's degree in Accounting of Finance which included or is supplemented by the completion of eighteen (18) credit hours in accounting and six (6) years of accounting or auditing experience, at least one (1) year of which must have involved supervision of other employees;
- OR: (E) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: The required one year of municipal or public sector experience and one year of supervisory experience may be served simultaneously as long as the required number of years in accounting/auditing experience is met.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA 18		JURISDICTIONAL CLASSIFICATION: COMPETITIVE	
EEO Category:	FLSA Code: EXEMPT	WC Code:	NYSLRS Job Code:
REVISION HISTORY:			