



COUNTY OF YORK
HUMAN RESOURCES
120 Alexander Hamilton Boulevard, Second Floor
P. O. Box 532
Yorktown, VA 23690
757 890-3687
employment@yorkcounty.gov

Financial Analyst I

SALARY: \$35,320.00 - \$40,861.00 Annually

OPENING DATE: 04/27/17

CLOSING DATE: Continuous

DESCRIPTION:

Performs professional accounting and budget work, planning, developing, and implementing the annual budget as part of a team. Assists in preparation of annual budget by coordinating assigned Department/Agency budget submissions. Analyzes Departmental budget requests for assessment of budget needs; assists with the publication of official budget documents; assists with the creation and assembly of budget procedures for departments. Provides recommendations for the development of procedures and practices of the Division of Budget; works with County staff to develop and implement automated budget processes. Prepares, reviews and reconciles appropriation entries and develops complex worksheets and schedules in support of the working papers for all funds in the budget.

MINIMUM QUALIFICATIONS:

A bachelor's degree in accounting, business administration, or a related field and 3 years of experience in general accounting, preferably governmental accounting, including some budgetary experience.

Must have general knowledge of governmental accounting, auditing, financial reporting and budgeting.

General knowledge of generally accepted accounting principles and governmental accounting standards desired.

Personal computer experience using Microsoft Office Software required.

SUPPLEMENTAL INFORMATION:

This position requires the employee to attend occasional meetings outside of normal working hours. Possible weekend hours may be required during budget season.

PHYSICAL DEMANDS:

Must be physically able to operate a variety of automated office machines, which includes computers, calculators, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

For a more detailed description: [View Document](#)