



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **FINANCIAL ANALYST**
Grade: 13

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex accounting work. Work involves cash management and investment functions related to electronic payments and receipts, interest allocation and property tax distribution, and to ensure that all debt services are made in a timely manner. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Assists management in establishing investment policies and objectives and investment transaction decisions

Monitors compliance with bond covenants and debt impact analysis

Performs daily cash management analysis; determine cash available for investment and operational needs; plans for large cash disbursements and prepares reports

Assists with investment portfolio, liquidity management, investment accounting, and compliance with arbitrage regulations

Assists in the purchase and sell of securities within established investment policy guidelines

Monitor investments and portfolio performance

Maintain accounting records related to investment activities

Maintain ongoing business relationships with investment brokers

Prepare investment reports

Writes/drafts routine correspondence

Responsible for responding to inquiries and/or requests for data and/or reports

Maintains all records accurately

Generates financial reports as needed

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration or related field

Three (3) years of experience in financial data analysis with at least one (1) year experience in government accounting

Experience in government investment preferred

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed

Extensive knowledge of computer applications such as Microsoft Word, Excel and PowerPoint

Knowledge of financial analysis and examination procedures for regulated entities, financial and industry terminology and practices, and statistical analysis processes

Skill in identifying and resolving problems or situations requiring the understanding of investment principles and the exercise of good judgment

Able to type sixty (60) words per minute and use (10) key calculator by touch while maintaining accuracy

Must be able to meet deadlines and work quickly and accurately under pressure

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations