

Kendall County Job Description

TITLE: Finance Analyst
DEPARTMENT: Administrative Services
SUPERVISED BY: Deputy County Administrator
FULL TIME/PART TIME: Full Time
FLSA STATUS: Non-Exempt
APPROVED: 09/17/2024

I. **Position Summary:**

Under the supervision of the Deputy County Administrator, the Finance Analyst is responsible for performing accounts payable duties such as ensuring that all vendor invoices are accurately recorded and paid on time, as well as maintaining accurate records in Kendall County's accounting system. The Finance Analyst is also responsible for analyzing accounts payable data; preparing financial reports; and utilizing accounts payable data to identify trends, inefficiencies, and opportunities for improvements and/or cost savings.

II. **Essential Duties and Responsibilities:**

- A.** Performs account payable duties including, but not limited to the following:
1. Receives and verifies invoices for payment;
 2. Reviews vendor statements and works with applicable department and/or elected office to resolve accounts payable transaction discrepancies;
 3. Ensures expenditures are charged to appropriate accounts;
 4. Reviews the availability of funds for payment of invoices;
 5. Maintains and reconciles accounts payable ledger to validate charges and to ensure accurate and timely payments;
 6. Reviews vendor statements for problems and works with applicable department and/or elected office to resolve problems;
 7. Processes accounts payable invoices;
 8. Complies with the issuance of 1099s, including verifying names, addresses, social security numbers, and the printing/sending and filing with the federal government;
 9. Communicates with vendors, as needed, and investigates and resolves discrepancies in billings and payments; and
 10. Serves as the subject matter expert in the development, implementation, and administration of the County's accounts payable systems.
- B.** Implements technology initiatives as it relates to accounts payable and procurement.
- C.** Assists in developing, documenting, implementing, and monitoring internal financial and accounts payable controls, policies, and procedures.
- D.** Utilizes accounts payable data to identify trends, inefficiencies, and opportunities for improvements and/or cost savings.
- E.** Analyzes and reports buying patterns, performance indicators, and financial metrics, and relays conclusions to management.
- F.** Researches and prepares financial reports and projects and presents technical data to management and the Kendall County Board.
- G.** Assists in preparation of year end reports.
- H.** Files all required reports with various Federal, State, and local agencies, as required.
- I.** Develops, organizes, and maintains files, documents, and materials related to financial and budgetary practices according to Kendall County policies.
- J.** Remains current on finance and budget related information, updates, and other professional literature.

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- K. Attends meetings, conferences, workshops and training sessions as approved or assigned.
- L. Participates in Kendall County Board and Committee meetings as requested, both during and after business hours.
- M. Handles confidential matters daily relating to all functions of Administrative Services, the Kendall County Board, and its committees, and maintains confidentiality of said information.
- N. Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- O. Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- P. Maintains regular attendance and punctuality.
- Q. Performs other duties as assigned.

III. **Supervisory Responsibilities.**

This job has no supervisory responsibilities.

IV. **Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

A. Language Skills:

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents and correspondence.
3. Ability to prepare and present clear, concise administrative and financial reports.
4. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials and department heads, in both one-on-one and group settings.
5. Requires proficient knowledge of the English language, spelling, and grammar.

B. Mathematical Skills:

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
3. Ability to exercise independent judgment in gathering and analyzing complex data utilizing statistical methods and a cost center analysis.
4. Ability to skillfully perform detailed statistical analysis of budget activities.
5. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
6. Ability to read and understand workplace data, such as forms, tables, graphs, schedules etc.

C. Reasoning Ability:

1. Basic understanding of, and ability to conduct cost-benefit analysis.
2. Ability to interpret financial data contained in reports and ledgers.
3. Ability to analyze situations to identify problems, identifying sources of obstacles, and evaluate possible solutions.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

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5. Ability to deal with problems involving several concrete variables in standardized situations.

D. Certificates, Licenses, and Registrations:

1. Any and all certificates and registrations as required for the specific duties performed.

E. Other Skills, Knowledge and Abilities:

1. Proficient in accounts payable software.
2. Thorough understanding of the principles of accounts payable and financial analysis.
3. Thorough understanding of accounting and budgeting principles.
4. Strong organization and multi-tasking skills.
5. Ability to carry out duties with minimal supervision.
6. Ability to research materials and develop reports from information gathered.
7. Ability to maintain confidentiality.
8. Comprehensive understanding of the accounts payable, budget, and finance field and application of advanced principles, techniques, and theory.
9. Excellent prioritization skills and the ability to meet deadlines.
10. The ability to display a positive, cooperative, professional, and team-orientated attitude even in stressful situations.
11. The ability to listen, understand information and ideas, and work effectively with county personnel, department heads, and elected officials.
12. Proficient knowledge of MS Word, Excel, Outlook, PowerPoint.
13. Knowledge of office practices, principles of modern record keeping, set and maintaining filing systems.
14. Skills in operating a personal computer, facsimile machine, and copier.

F. Education and Experience:

1. A Bachelor's degree from an accredited college or university or commensurate experience is preferred. Preferred areas of study/experience are Accounting, Finance, Economics, or related field.
2. At least three (3) years of prior work experience involving accounts payable systems and/or analytical research and reporting of complex financial data is required.

G. Physical Demands:

While performing the duties of this job, the employee must be able to:

1. Frequently sit for long periods of time at a desk or in meetings.
2. Regularly use computers and other electronic equipment to perform assigned job duties.
3. Occasionally lift and/or move up to 40 pounds.
4. Frequently lift and/or move up to 10 pounds.
5. Use hands to finger, handle, or feel.
6. Reach, push, and pull with hands and arms.
7. Specific vision abilities including close and distance vision, as well as depth perception.
8. Travel independently to other County office buildings and to other locations throughout Kendall County and the Chicago region to perform assigned job duties.

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V. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

- A.** Mostly inside environmental conditions, except when outside traveling between various buildings/locations in Kendall County and the Chicago region to perform assigned job duties.
- B.** The noise level in the work environment is usually quiet to moderately quiet.
- C.** Employee may be exposed to stressful situations while working with staff, department heads, elected officials, vendors, and the general public.
- D.** Employee may be required to provide their own transportation to travel to and from meetings, training, conferences, etc.
- E.** Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as needed.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Receipt Acknowledgement & Signature

Date

Signature of Supervisor

Date

cc: personnel file, employee