



## Position Description

Title: Cost Accountant & Financial Analyst		
FLSA Class: Exempt	EEO Category: Prof	WC Class: 8861
Job Title #: 220001	Salary Grade:	
Date Approved: 1/6/2016	Purchasing Approval Level: II	
Revision Date:	Revision:	

### Purpose of Position

The Cost Accountant & Financial Analyst is responsible for analyzing the monthly program results, working with Senior Leaders on budgets and responses to Request for Proposals, updating and enforcing accounting policies and procedures, protecting company assets and providing detailed financial reports to management.

This position reports to the Director of Finance.

### Major Duties (\*Essential Element)

- Analyze monthly program results to identify programs not performing to plan and prepare report for management use. \*
- Collaborate with Senior Leaders to help them understand their programs financial performance and how they can manage against the budget.\*
- Work with Senior Leaders to develop responses to Request for Proposals and program expansion applications. \*
- Prepare assigned annual reports for state funding sources, including communicating with state officials as needed. \*
- Develop and maintain detailed financial reporting.\*
- Participate in preparation of the annual budget.\*
- Participate in completing the annual audit.\*
- Collaborate with the Director of Finance in developing and implementing process improvements.\*
- Maintain a current Accounting Policies and Procedures manual.\*

### Working Conditions

Office environment. Lighting and temperature adequate. Some exposure to noise.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

- Strong customer service focus.
- Excellent time management.
- Excellent oral and written communication skills.
- Strong analytical skills
- Effective interpersonal skills
- Advanced knowledge of accounting systems, Excel, and data base software (i.e. Access, Crystal)
- Ability to work independently on complex assignments and projects
- Proficient in Word, Excel and email applications.

### Required Education and Experience

- Bachelor's degree in accounting or finance.
- Five year's experience as a staff accountant in an increasingly responsible role.
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

### Preferred Education and Experience

- 1+ years of public accounting experience.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date : \_\_\_\_\_