

Land-of-Sky Regional Council

Job Description

Job Title: Budget Analyst	Department: Finance
Status: Exempt	Reports to: Finance Officer
Description of position: Performs accounting functions for the LOSRC finance operations and maintains budgets for grants. Analyzes available funds and allowable costs per funding agreements. Prepares some financial reports and maintains financial reporting tools. Carries out duties in accordance with appropriate internal controls. Works in cooperation and compliance with Council's mission and other policies and procedures are applicable.	
Major responsibilities include, but are not limited to: <ul style="list-style-type: none">• Inputs program/contract/grant budgets in Sage MIP Fund Accounting software.• Compiles and generates reports concerning a variety of data, program information, and financial issues; submits reports electronically or as needed. This may include program progress reports and invoices.• Review purchases and contracts for use of available funds.• Evaluate allowable costs per funding source, Code of Federal Regulations and other applicable requirements.• Assists in maintaining organizational budget.• Works with program staff on specific program budgets.• May conduct fiscal monitoring of sub-recipient contracts.• Works with consultant to assess efficient usage of software applications and assists with revision and implementation of procedures identified.• Understands and complies with principals of internal controls for governmental accounting.	
Minimum Skill Requirements: <ul style="list-style-type: none">• Thorough knowledge of accounting principles and practices.• Understanding of differences between governmental and private sector accounting.• Working knowledge of laws, general statutes, rules, and regulations governing federal program reporting tasks.• Working knowledge of computers and basic skills in using personal computers for word processing, spreadsheet, presentation software, email, internet and limited database.• Ability to compile, evaluate, and reconcile a variety of accounting records and reports.• Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.• Ability to develop and maintain working relationships with a variety of people,	

including vendors, general public, program participants, coworkers and supervisors.

- Ability to communicate effectively in oral and written forms and be able to set priorities and to manage time effectively for self and others as appropriate.

Minimum Education/Experience Requirements:

Graduation from a four year college with a degree in accounting or business and experience in an automated fiscal or accounting environment, preferably in the public sector; or an equivalent combination of education and experience.

Physical Demands:

- Must be able to physically perform the basic life operational skills of fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting 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.
- Must possess the visual acuity to prepare data and statistics, to work with accounting processes, to read extensively, and to operate a computer.

Special Requirements:

Possession of a valid North Carolina drivers' license and access to a car on a regular basis that may be required in the performance of work.