



COUNTY OF YORK
HUMAN RESOURCES
120 Alexander Hamilton Boulevard, Second Floor
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Yorktown, VA 23690
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employment@yorkcounty.gov

Financial Analyst II

SALARY: \$40,107.00 - \$46,399.00 Annually

OPENING DATE: 08/31/17

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](#)

AN EQUAL OPPORTUNITY EMPLOYER

The County of York reserves the right to close or withdraw this position at any time.

Apply online at <http://www.yorkcounty.gov/humanresources>

Financial Analyst II Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - No Diploma/GED
 - High School/GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Type in your major field of study in which you received your degree. If you have not received a degree, type in "None"
- * 3. How many years of professional level experience do you have in finance or budgeting work?
 - None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 4. How many years of professional level experience do you have in a governmental setting?
 - None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 5. How many years of experience do you have preparing a budget and/or monitoring budget expenditures for an employer?
 - None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 6. How many years of experience do you have analyzing financial reports?
 - None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 7. How many years of experience do you have writing and editing financial documentation?
 - None
 - Less than 2 years
 - 2 to 4 years
 - 5 years or more
- * 8. How many years of experience do you have reviewing and developing performance measures to guide and support departmental goals and objectives?

- None
- Less than 2 years
- 2 to 4 years
- 5 years or more

* 9. Which of the following best describes your level of experience implementing software for business applications?

- None
- Beginner
- Intermediate
- Advanced

* 10. Which of the following best describes your level of proficiency with Microsoft Excel?

- None
- Beginner
- Intermediate
- Advanced

* 11. Which of the following best describes your level of proficiency with Microsoft Access?

- None
- Beginner
- Intermediate
- Advanced

* 12. If selected for this position, you may be required to attend meetings that occur after normal business hours, and to work beyond the 40-hour workweek during budget season which extends from January through May. Are you able to comply with these provisions?

- Yes
- No

* 13. Will you accept the beginning salary for this position? If no, please be sure to enter your preferred starting salary in the Preferences Section of the application.

- Yes
- No

* 14. Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)

- Yes
- No

* Required Question