

**OPEN FOR KENT COUNTY EMPLOYEES AND PUBLIC
APPLICATIONS/RESUMES**

DATE POSTED:

MAY 2, 2024

POSTED BY:

DANIELLE PATTERSON

CLOSING DATE/TIME:

MAY 16, 2024/5:00 P.M.

All applicants must submit an up to date resume. We are located at 555 Bay Road, Dover, DE 19901; visit our website: www.kentcountymde.gov. Please contact our office at 302-744-2310 or email us at hr@kentcountymde.gov

Department of Finance
Accounting Division
Classified, GRADE 2123
40 Hour Week
\$33.29/hour

FINANCIAL ANALYST – FIXED ASSETS

General Description

The purpose of this position is to perform a wide variety of advanced level accounting functions and prepare various accounting and financial reports with a primary focus on fixed assets including, organizing and directing the operations and management of the computerized financial systems within the Department of Finance. This position requires strong analytical and critical thinking skills.

This single professional class position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below represent most of the time spent working in this position. Management may assign additional functions as necessary.

- Maintains all fixed asset controls and ensures adherence and implementation of federal and state regulations, county policies, GAAP and GASB standards for acquisitions, retention and disposition of fixed assets and associated records including donated assets.
- Manages the on-going development and implementation of asset management of the principle and practices of the county.
- Manages the financial records of Construction in Progress (CIP) projects.
- Directs scheduled fixed asset closing procedures by ensuring all applicable reports are accurate.
- Performs depreciation adjustments and determines the nature of the change for financial reporting and prepare fixed assets footnotes for CPA audit.
- Responsible for capital, operating and direct financial leases including applicable accounting and financial disclosure requirements.
- Be a resource to answer accounting and financial questions by researching and interpreting federal and state regulations, GAAP and GASB requirements, county policies as well as a broad spectrum involving the area of interest and convey the knowledge to management.
- Assist in defining, planning, and justifying projects to develop/implement and maintain automated components of new or changed financial software and processes.

- Work collaboratively with the I.T. department to ensure appropriate structures are set up to provide financial processes and solutions to end users and ensure compliance with internal controls.
- Organize and direct the operation and maintenance of computerized financial systems to meet daily operations and future needs. Includes planning, scheduling, and coordinating the material, equipment and personnel requirements for system implementation, optimization, and maintenance.
- Performs lead role for special projects that are financial related while working with inside and outside agencies.
- Serves as Comptroller giving final approval for all invoices to be paid.

Minimum Education and Experience Requirements:

Bachelor's degree in accounting, finance, computer science, or related field supplemented by six years of accounting and/or financial management experience and two (2) years experience with ERP, financial reporting systems, financial systems maintenance, financial record keeping or any equivalent combination of education, training, and experiences.

Additional Requirements:

Must demonstrate a high understanding of financial statements and fixed assets policies and regulations; possess extensive knowledge of systems impacting the financial systems; strong ability to comprehend written contracts and manage multiple projects; considerable knowledge of generally accepted accounting principles with emphasis on governmental accounting and GASB regulations; proven experience in SQL queries; intermediate or expert level of MS Excel knowledge; regular and timely attendance; Performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a sedentary office classification although standing in and walking between work areas may be required.
- Occasionally lifting of objects up to 25 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups, and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator.
- Ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Essential Functions are regularly performed without exposure to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Graduate degree or CPA preferred

Notices:

Kent County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), Kent County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is an employment at-will position.

Employee Acknowledgement