



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION**

CLASSIFICATION TITLE: FINANCIAL REPORTING ANALYST, DEBT & INVESTMENTS

GENERAL DESCRIPTION OF DUTIES

Under general direction, this position performs analysis and interpretation of complex financial data and creates/develops associated financial reports. Work involves gathering and analyzing data points that are compiled for various financial reporting objectives of the Clerk & Comptroller's office. This position performs regular periodic reviews and fund analyses of various fund types.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Analyzes and interprets complex financial data; prepares detailed financial analyses and specialized reports, which may include the County's Comprehensive Annual Financial Report (CAFR), Annual Financial Report (AFR), Annual Financial Audit Report (AFAR)

Develops and maintains written procedures, checklists, and related documentation concerning accounting functions under charge

Prepares, posts, reviews, and approves journal vouchers and internal exchange transactions including inter or intradepartmental billings, interfund transfers, and wire transfers

Reviews Board of County Commissioners' agenda items relevant to assigned funds; reports items of interest and/or concerns to management

Monitors fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services, financial advisor, underwriter and investment banking firms, government agencies, trade publications, company sources, and personal interviews

Performs regular periodic reviews and fund analyses of various fund types including debt service funds for regulatory compliance and/or adherence to policies and procedures; coordinates the accounting and movement of funds for all BOCC bond issues to ensure compliance with bond indenture resolutions, Treasury Regulations (arbitrage) and to ensure the timely and accurate payment of the debt service on those bond issues

Incorporates new bond issuances and loans into County debt schedules; periodically updates variable rate loan and debt schedules

FINANCIAL REPORTING ANALYST, DEBT & INVESTMENTS

Processes arbitrage calculation reports and coordinates applicable rebate payments due to the IRS

Approves debt service payments and reconciles against payment schedules, databases and financial system records; reconciles paying agent and escrow agent bank statements

Approves and posts monthly internal investment pool reconciliation; develops and posts all entries related to Compensated Absences

Develops and completes all debt related notes, schedules and financial statements included in the Comprehensive Annual Financial Report (CAFR) and the Annual Financial Audit Report (AFAR); prepares entries for Termination Benefits and Other Post-Employment Benefits (OPEB); reconciles and prepares adjustments to the General Long Term Debt Account Group (GLTDAG)

Submits annually through the County's service provider all municipal bond-related continuing disclosures to the Electronic Municipal Marketing Access system (EMMA)

Consults with supervisor, finance staff, other departments, outside agency personnel, and other individuals to exchange information, provide technical expertise, identify and troubleshoot problems or give/receive advice/direction

Maintains current knowledge of trends and developments in governmental accounting and financial reporting in accordance with Generally Accepted Accounting Principles (GAAP), debt, investment and cash management best practices and all related authoritative statutory and regulatory requirements; reads professional literature; attends continuing education and professional development as required

Works collaboratively with and provides assistance to both internal and external auditors, i.e., responding to inquiries, providing financial data

Maintains current knowledge of regulatory and legislative developments affecting accounting and financial reporting functions to ensure proper application to responsibilities under charge

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures.

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

