

**STATE OF MINNESOTA
BOARD OF WATER AND SOIL RESOURCES**

POSITION DESCRIPTION A

Employee's Name: Vacant

Position Control Number:

Division/Program: Board of Water and Soil Resources, Fiscal Services

Activity: BWSR Fiscal Analysis

Classification Title: Accounting Officer Principal

Working Title: Senior Financial Analyst

Prepared By: Amie Wunderlich

Appraisal Period: Annually

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

(Position description accurately reflects my current job)

(position description reflects employee's current job)

Position Purpose:

This position serves as a professional accounting resource for the Board of Water and Soil Resources (BWSR), which includes 9 office locations, in several functions.

1. The position shall provide financial analysis that will assist agency management in making sound financial decisions and guide spending decisions. The position will make recommendations to ensure appropriation and fund integrity.
2. The financial analyst will formulate and develop planning tools to maximize the utility of appropriation funding and appropriately allocate costs in consistent, accurate and replicable formats.
3. The position assists with the annual spending plan and the biennial budget process.
4. Provides consultation, direction, and assistance to BWSR regarding financial management, accounting procedures and budgeting.

Reportability:

Reports to: Chief Financial Officer

Supervises: N/A

Clientele:

Agency Staff

Board Members

Department of Administration Staff

Other state agencies

MMB Staff

LGU staff

Legislative Auditor Staff

Vendors

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion
Time**

- | | | | |
|--|---|----|---|
| 1. Provide the agency necessary information and analysis so sound financial management decisions are made. | A | 25 | B |
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Tasks:

- a) Create financial data, models and budgetary analysis.
- b) Under the direction of the CFO provide consultation, direction, and assistance to BWSR senior leadership regarding financial management, accounting procedures and budgeting.
- c) Create and monitor monthly, quarterly, and annual financial reports for MN Board of Water and Soil Resources.
- d) Provide analytical support and complex reports for a variety of stakeholders.
- e) Develop & compile data that organizes appropriations by fund source, by account codes, and by program area.
- f) Assemble and validate fiscal reports as required by federal and state policy and law.

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|--|---|----|---|
| 2. Working closely with the program sections, develop reports, models, and analyses to assist with budgeting, data and fund management of BWSR programs. | A | 25 | A |
|--|---|----|---|

Tasks:

- a) Provide leadership in the development of financial tools and recommend processes to ensure fund integrity and accountability.
- b) Monitor employee time tracking and prepare summary reports. Reconcile, investigate and correct differences between time tracking reports and quarterly SEMA4 reports.
- c) Monitor Direct & Necessary balances of appropriations and ensure adequate and appropriate charges are made to accounts.
- d) Assist staff with analyses needed for program reports. Identify data and fund differences and recommend a course of action to resolve the situation.
- e) Evaluate and analyze annual spending plans for various program appropriations.

POSITION

DESCRIPTION B

EMPLOYEE'S NAME:

PCN:

Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
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3.	Prepare and monitor annual spending plans for individual appropriations and BWSR funded programs.	A	15	A
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Tasks:

- a) Interpret and analyze appropriation language to ensure that requirements are adhered to.
- b) Reconcile spending to revenue and expense accounts, ensuring that all payments are accurately reflected in the Statewide Accounting System.
- c) Monitor expenditures against individual spending plans to ensure spending stays within budget categories.
- d) Review monthly purchases and invoices and ensure that payment distributions are accurate and follow in accordance to budgetary plans.

4.	Routinely review expenditures by budgetary accounts and reconcile against guidelines and procedure.	A	15	A
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Tasks:

- a) Provide analysis for all expenditures based on SWIFT account and ensure that transactions are properly coded.
- b) Compare BWSR fiscal policy and procedure and establish standardized processes to communicate to nonfiscal staff when charging to accounts.
- c) Prepare and initiate expenditure corrections to ensure proper compliance.
- d) Work with staff to update and properly code all open purchase orders and encumbrances.

POSITION**DESCRIPTION B****EMPLOYEE'S NAME:****PCN:****Resp. No. PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS****Priority % of Discretion
Time**

5. Under the direction of the Chief Financial Officer, develop and create budgetary and accounting procedures and processes that ensure compliance and adherence to state, federal and governmental requirements.

A 10 A

Tasks:

- a) Analyze current practices, policies and procedures on accounting and financial management.
- b) Review Legislative Auditor reports and internal financial controls and recommend practical and efficient control measures to ensure financial compliance.
- c) Assist in the review and evaluation of system access and security. Provide timely reviews and recommend solutions for incompatible access.
- d) Work with senior leadership to effectively communicate fiscal processes and expectations.

6. Perform other duties as assigned.

B 10 B

Tasks:

- a) Serve as a backup to other fiscal staff for completion of accounting functions such as procurement and purchase, receipting and voucher processing.
- b) Generate reports of SWIFT data detailing encumbrances and expenditures by appropriation using SWIFT reporting tools, Crystal reports and or SWIFT data warehouse reporting.
- c) Participates in all required divisional and organizational meetings, trainings, and events.
- d) Participates in special projects and teams when assigned.
- e) Support the operational goals and objectives of the organization.

Employee Name:
PCN 01013227

Relationships:

The position reports to the Chief Financial Officer. This position is the assistant accounting professional for the agency as it provides support to all of the agency's programs, which includes 9 MN office locations. This position also works indirectly with the management team, unit supervisors and human resources. Outside the agency, the position works with Minnesota Management and Budget, various federal and state agencies on accounting matters, and agency vendors in the private sector. Contacts with SWCD clientele are also possible. The incumbent must be able to maintain confidentiality of information.

Knowledge, Skills and Abilities

Knowledge

- Sound knowledge of the obligation and expenditure processes of the State of Minnesota and specifically the fiscal system SWIFT and the human resource system SEMA4.
- Professional-level knowledge of bookkeeping and Generally Accepted Accounting Principles to reinforce state accounting policies.
- Knowledge of BWSR policies and procedures

Skills

- Computer skills and operating knowledge of word processing software and the ability to use computerized scheduling and email packages.
- Public relation skills.
- Technical skills and abilities necessary for this position include the operation of personal computer programs, applications, and networks, laser printers, copy machines, email systems, calculator, and telephone/voice mail systems.

Abilities

- The person must have the ability to deal effectively and tactfully with people.
- Strong communication skills, both oral and written.
- The ability to operate spreadsheet software.
- Self-motivation and resourcefulness.
- Must be able to work with limited supervision and exercise independent judgement.
- Ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure.

Problem Solving

This position must be able to resolve a wide range of potential problems including budgetary, positional and procurement before they occur. Incumbent must be able to compile and present financial information in an accurate and understandable format. The ability to prioritize the workload to accomplish tasks by required deadlines is important in this position. Incumbent must be able to analyze financial records and transactions, and recognize trends, errors and other information needing to be brought to the attention of managers.

Technical issues associated with agency projects and activities must be related to and resolved in conjunction with accepted/required fiscal practices.

Employee Name:
PCN 01013227

Freedom to Act

The person in this position has the freedom to act as required to properly process agency financial obligations in the time period established by state policy. The person also has the freedom to supply managers and supervisors' information in regard to expenditures and account balances. This position has considerable freedom of operation on a day-to-day basis and reports to supervisor and, if necessary, lead worker on an exception basis.

This position reports to the Chief Financial Officer who provides broad direction and oversight to the person in this position. Day-to-day problem resolution provides considerable freedom to act; however, management needs to be informed of significant actions that affect the posture of agency funding and performance.