



## FINANCIAL ANALYST

<b>JOB CLASSIFICATION</b>	FINANCIAL ANALYST
<b>CLASSIFICATION</b>	CLASSIFIED, NON-UNION
<b>SALARY GRADE</b>	EDA07
<b>SALARY</b>	\$62,865.35-\$65,405.12
<b>DEPARTMENT</b>	ADMINISTRATION AND FINANCE
<b>DISTRICT</b>	ST. THOMAS
<b>REPORTS TO</b>	SENIOR ACCOUNTANT
<b>LAST UPDATED</b>	FEBRUARY 2026

### **JOB DESCRIPTION SUMMARY**

The Financial Analyst, under the supervision of the Senior Accountant, performs advanced accounting and analytical functions to ensure the accuracy, integrity, and compliance of the Agency's financial operations. This position exercises independent judgment in reviewing procurement transactions, overseeing reconciliations, analyzing financial data, and strengthening internal controls.

The role provides critical support in financial oversight, reporting, and audit preparation, contributing to sound fiscal management, risk mitigation, and operational efficiency across the Agency. The Financial Analyst collaborates with multiple departments, participates in the development and implementation of financial policies and procedures, and may provide guidance to staff on financial processes as needed.

### **ESSENTIAL FUNCTIONS**

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

- Oversee the preparation and issuance of accounts receivable invoices across all programs, ensuring accuracy, proper authorization, and compliance with contractual, statutory, and program requirements.
- Monitor and analyze accounts receivable aging reports; identify delinquent accounts, billing delays, and collection risks, and implement proactive follow-up strategies to improve cash flow performance.
- Oversee reconciliation of accounts receivable to the general ledger to ensure accurate revenue recognition, completeness of financial reporting, and maintenance of audit-ready schedules and supporting documentation.
- Develop and maintain standardized billing and collection procedures, including defined billing timelines, escalation protocols, and performance tracking metrics to minimize revenue leakage and strengthen internal controls.
- Conduct comprehensive pre-payment review of quotes, purchase orders, competitive bidding documentation, contracts, and invoices to ensure compliance with Agency procurement policies, Grants and GVI requirements, funding restrictions, and approved budget allocations.



- Provide oversight and collaborate with departments throughout the competitive bidding process to ensure adherence to procurement standards and maintenance of thorough, audit-ready documentation supporting each stage of the process.
- Verify completeness and accuracy of payment packages, ensuring supporting documentation—including executed agreements, approved quotes, scopes of work, deliverables, and evidence of goods/services received—is properly documented prior to payment authorization.
- Identify policy deviations, documentation deficiencies, pricing inconsistencies, or compliance risks and require corrective action before disbursement of funds, escalating material concerns as appropriate.
- Develop and enforce standardized procedures governing procurement review and payment authorization processes to promote consistency, strengthen internal controls, and reduce audit exposure.
- Lead the monthly reconciliation of all operating and restricted bank accounts, ensuring accuracy, completeness, and timely completion in alignment with established monthly close deadlines.
- Design, implement, and monitor reconciliation controls and written procedures to proactively address stale-dated items, outstanding transactions, and reconciling differences within defined resolution timeframes.
- Analyze recurring discrepancies, identify root causes, and recommend corrective actions to strengthen internal controls and prevent recurrence.
- Prepare summary reports on reconciliation status, aging reconciling items, and cash-related control risks for management review, escalating material issues as appropriate.
- Oversee the reconciliation of the fixed asset subsidiary ledger to the general ledger, ensure accuracy of asset classifications and depreciation calculations, and maintain comprehensive schedules of fixed assets and accumulated depreciation in accordance with GAAP and Agency policy.
- Monitor capital asset acquisitions, disposals, and transfers; reconcile equipment records; and implement controls to ensure completeness and accuracy of asset tracking.
- Coordinate with financial institutions on operational banking matters, including confirmations, stop payments, account inquiries, and irregular transactions; assess and recommend banking products or service enhancements that improve cash management, operational efficiency, and internal controls, ensuring timely resolution and proper documentation.
- Perform Accountant I functions as needed and provide backup support to other team members.
- Perform other related accounting and administrative duties as assigned.

#### **COMPETENCIES**

- Strong knowledge of internal control principles, procurement policies (including EDA and GVI requirements), and audit standards.
- Ability to communicate findings, control deficiencies, and recommendations to management in a clear and professional manner.
- Strong analytical and problem-solving skills, with the ability to investigate discrepancies and assess risk proactively.



- Exercises independent judgment in reviewing transactions and escalating material issues appropriately.
- Ability to manage competing deadlines while ensuring timely completion of reconciliations, billing, and procurement reviews.
- Maintains strict confidentiality of financial, banking, payroll, and contractual information while upholding high ethical standards.
- Demonstrates precision and attention to detail in reconciliation, documentation review, and financial analysis.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and other office equipment as applicable.

**PHYSICAL DEMANDS**

Prolonged periods of sitting at a desk and working on a computer. Some stooping, walking, lifting, typing, talking, hearing, seeing, repetitive motions, as necessary. This would require the ability to lift 20 to 50 pounds of force.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**TRAVEL**

No travel is expected for this position.

**TELEWORK**

This position is eligible for Telework.

**REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor’s degree in business administration or related field.
- 3+ years of related accounting experience.
- Proficient in Microsoft Application Suite: Word, Excel, Publisher, PowerPoint.
- Excellent written, oral and communication skills.
- Excellent analytical skills and high attention to detail; very strong reconciliation skills required.
- GAAP and internal control experience.
- Experience with MAS 500 or similar ERP preferred.
- Knowledge of procurement procedures.
- Must be detailed oriented.
- Strong interpersonal skills for interacting with accountants, clients, and management.
- Ability to adapt and work independently in a fast-paced and results-oriented environment.

**PREFERRED EDUCATION AND EXPERIENCE**



None
<b>ADDITIONAL ELIGIBILITY QUALIFICATIONS</b> None
<b>AFFIRMATIVE ACTION PLAN (AAP)/EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT</b> All employment decisions shall be made without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age (40 or older), disability, military service, genetic information (including family medical history), or political affiliation or other non-merit-based factors.
<b>Other Duties</b> Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
<b>HOW TO APPLY</b> To apply, submit the following: <ul style="list-style-type: none"><li>• Letter outlining your interest and qualifications for the job</li><li>• Resume</li></ul> This position will remain open until filled.