

## Financial Analyst

**DESCRIPTION OF WORK:** Positions in this banded class review, evaluate, regulate, and audits for compliance, integrity, credibility, accuracy, and accountability of financial programs and business operations in North Carolina. Positions provide expert and/or technical counsel to staff, management, local, regional, state, and federal representatives, consultants, regulated utilities and businesses as needed regarding procedures and statutory requirements. Duties may include preparing technical/financial reports, monitoring fiscal actions, conducting liability assessments, maintaining records, analyzing data and/or drafting/preparing legal documents. Positions propose, review, recommend and/or approve rules, policies, programs, statistics, contracts, invoices, plans, reports, and/or bids to ensure they are in compliance with applicable state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles, and other such rules and regulations.

### **EXAMPLES OF COMPETENCIES: CONTRIBUTING:**

**Knowledge-Professional:** General knowledge of applicable statutes, regulations, entity/company practices and concepts. Knowledge of general principles of financial management, investment capital, risk analysis, debt management, generally accepted accounting principles and/or investment analysis. Knowledge of general information technologies sufficient to meet work needs.

**Communication:** Ability to provide basic or general oral and written information. Ability to initiate and maintain relationships with industry representatives, co-workers and others. Ability to interact with internal and external clients/customers using both oral and written communication skills to discuss financial processes or issues. Ability to organize and format reports to comply with applicable guidelines. Ability to provide appropriate documentation to support conclusions. Ability to present oral and written testimony on basic issues.

### **JOURNEY**

**Knowledge-Professional:** Knowledge sufficient to analyze and forecast regulatory filings and to compile moderately complex data. Thorough knowledge of financial management, investment capital, risk analysis, debt management, investment analysis, and legal and regulatory compliance pertaining to the respective industry. Knowledge of updated information technology and ability to use technology to facilitate program goals and program procedures.

**Communication:** Ability to deliver formal presentations suited to the characteristics and needs of the audience. Ability to educate relevant parties regarding programs, procedures and/or eligibility criteria. Ability to interact with industry representatives, co-workers and officials to analyze or resolve issues. Ability to maintain a variety of professional working relationships. Ability to document complex issues and effectively articulate written conclusions. Ability to interact with officials and executives. Ability to review and edit work of others. Ability to present oral and written testimony on moderately complex issues.

**Information Analysis and Decision Making:** Ability to gather, organize, and analyze financial information and other data. Ability to review and document compliance with laws and regulations. Ability to review, examine, and prepare documents. Ability to research, investigate, and analyze data. Ability to prepare written findings and present recommendations supported by facts. Ability to function within defined guidelines and procedures to resolve routine issues, and to make independent and logical decisions and/or recommendations.

**Information Analysis and Decision Making:** Ability to analyze moderately complex business operations and financial statements. Ability to review and determine compliance with laws and regulations. Ability to draw conclusions. Ability to make recommendations for approval. Ability to research, investigate and analyze data to make recommendations for approval/disapproval. Ability to serve as a resource to others in resolving moderately complex problem. Ability to identify substantive issues that are thoroughly and accurately researched and analyzed. May require the ability to review and approve recommendations.

**ADVANCED**

**Knowledge-Professional:** Knowledge to analyze complex business and/or program issues and consult with management or business entities as needed. Knowledge to work independently and to actively participate in meeting organizational goals. Expert knowledge of current federal, state and local government programs. Expert level technical and administrative knowledge of the rules and regulations in the subject area and to ability to defend analyses and recommendations relating to a variety of issues. Knowledge to research and recommend changes to software, as required.

**Communication:** Ability to communicate industry information regarding more complex or unique issues. Ability to present specific findings in such situations. Ability to interpret compliance and make recommendations to top management. Ability to document more complex or unique issues and effectively articulate written conclusions. Ability to interact with officials and executives to plan, negotiate and coordinate complex written findings. Ability to approve final versions of more sensitive documents. Ability to present oral and written testimony on complex issues.

**Information Analysis and Decision Making:** Ability to prepare and analyze complex technical matters involving existing and emerging issues pertaining to the subject area and ability to make recommendations from the analysis. Ability to serve as subject matter expert in area of practice. Ability to analyze data and formulate projections and plans. Ability to serve as subject matter expert. May require the ability to lead work teams or others in complex or unique subjects. Ability to recommend and develop regulations, policies, and procedures. Ability to recommend and/or take corrective action when necessary based on acquired knowledge and observation of best practices. Ability to develop or adapt new processes and procedures based upon changes in laws and regulations or industry practices.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in accounting, banking, finance, business administration, economics, or related discipline; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.