

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Community Services  
*Division of Libraries*  
Classified, GRADE 12  
40 Hour Week

### **FUNDS ANALYST**

**GENERAL STATEMENT OF DUTIES:** Performs professional accounting and fund management work in a variety of assigned grant-related and specified fund areas; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are responsible for the financial oversight of library services and grant related expenditures and projects. Provides guidance to departmental leadership and staff on best practice fiscal procedures to achieve optimal outcomes. Works closely with and under direction of the County Librarian.

**ADA REQUIREMENTS:** This is medium work requiring the exertion of up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires balancing, climbing, standing, stooping, walking, pulling, pushing, reaching, kneeling, lifting, fingering, grasping, handling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Prepare and maintains fund/project receipts/cost spreadsheets;  
Ensure procurement practices comply with County policy/State law;  
Assist County Librarian/Director with financial worksheets and project estimates;  
Develop standardized forms and procedures for fund/project management, as assigned;  
Insure proper allocation of expenditures between cost centers;  
Assist with preparation of annual budgets and budget adjustments for various funds;  
Input payroll data, purchase orders, leave requests, etc.;;  
Review data entered into financial management systems;  
Take lead role in managing grant funds and special projects assigned by County Librarian/Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Considerable knowledge of modern

accounting/record keeping practices; good knowledge of the State laws and regulations pertaining to the financial activities of general government related services; ability to forecast project/activity costs, identify potential fiscal shortfalls/problems, and advocate solutions; ability to maintain inventory and track projects; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Considerable experience in the accounting or procurement field and graduation from a college or university of recognized standing with major work in accounting or business management with 3 to 5 years of experience in a governmental setting; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: 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.

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Employee Acknowledgement

Eff. 10/01/07

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