



## Project Analyst Environmental Management

EM/5-439

### JOB SUMMARY

This position is responsible for the management of a variety of capital improvement programs (CIP) and Special Purpose Local Option Sales Tax (SPLOST) project budgets including stormwater, transportation and solid waste.

### MAJOR DUTIES

1. Manages budgets and administrative functions for multiple county projects, including SPLOST projects and capital improvement projects; prepares budget amendments for board approval; coordinates budgeting with multiple county departments.
2. Manages accounting and budgeting for all SPLOST related capital improvement projects to ensure compliance with county policies and procedures, generally accepted accounting principles, and federal and state SPLOST accounting and reporting requirements, including reporting deadlines.
3. Compiles financial analytical expenditure reports for each project; reconciles all project accounts to ensure accuracy; researches financial discrepancies to ensure concurrence with Finance Department.
4. Manages and maintains SPLOST information files and financial records; establishes correct account numbers and budget documentation; balances revenues and expenditures for each project; prepares monthly financial status project reports.
5. Assists in the preparation of annual SPLOST operational budget; performs various budget review, research, and reporting activities; enters requisitions; approves purchase orders and purchase card requests; reviews and adheres to purchasing guidelines; reviews payment/procurement documents for fund availability; assigns coding to accounts payable invoices.
6. Coordinates data gathering for financial reports with department staff.
7. Monitors capital improvement projects to ensure that expenditures meet contract guidelines; informs management of infractions.
8. Serves as a resource on capital improvement budgeting and accounts activities.
9. Processes information requests.
10. Tracks projects, including contract amendments and change orders; assists in the preparation of annual reports.
11. Processes SPLOST personnel related documents; processes and approves bi-weekly payroll; maintains employee files; completes workers' compensation reports.
12. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern office practices and procedures.
2. Knowledge of computers and job-related software programs.
3. Knowledge of budget development and management principles and practices.
4. Knowledge of generally accepted accounting principles.
5. Knowledge of governmental accounting practices.
6. Knowledge of general auditing procedures.
7. Knowledge of legislation and regulatory standards applicable to the management and administration of public accounting, appropriated budget, and SPLOST funds.
8. Knowledge of county policies and procedures.
9. Knowledge of records management principles and practices.
10. Skill in the application of statistical concepts and methods to the analysis of accounting, finance management, and project reporting.
11. Skill in oral and written communication.
12. Skill in planning and meeting deadlines.
13. Skill in the provision of customer services.
14. Skill in researching information and preparing reports.

## **SUPERVISORY CONTROLS**

The Assistant Environmental Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include the Official Code of Georgia – Annotated, Special Purpose Local Option Sales Tax guidelines, open records laws, the county code, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of financial analysis duties. Strict guidelines and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to manage project budgets. Success in this position contributes to the accuracy of accounting records and to compliance with relevant laws, ordinances, rules, and regulations.

## **CONTACTS**

- Contacts are typically with other county personnel, vendors, elected and appointed officials, representatives of outside agencies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, or to justify matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- This work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and

routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for three to five years.