

### Position Summary

The Financial Analyst is a key member of the Administrative & Finance team and is responsible for providing financial, accounting, and administrative support to ensure the effective fiscal management of SGRC programs and operations. This position performs a full range of duties related to accounts payable processing, purchasing card reconciliation, financial analysis, and grant-related fiscal support. The Financial Analyst works closely with program staff, management, vendors, and funding agencies to ensure compliance with applicable federal, state, and local regulations, internal policies, and generally accepted accounting principles (GAAP).

### Key Responsibilities

- Perform all functions related to weekly accounts payable in accordance with the Commission's standard accounts payable procedures, including processing invoices, verifying accuracy, ensuring proper approvals, and confirming required supporting documentation is complete.
- Collect, review and maintain purchasing card receipts and related documentation, ensuring transactions are properly authorized and comply with applicable policies and procedures.
- Reconcile purchasing card transactions to monthly purchasing card statements; research and resolve discrepancies as needed.
- Prepare and record monthly purchasing card journal entries to accurately reflect expenditures in the general ledger.
- Prepare, review, and disburse annual IRS Form 1099s in compliance with federal reporting requirements.
- Maintain and update financial master files for the Commission, including vendor, account, and related fiscal records.
- Conduct fiscal analysis of departmental and program activities to support budget monitoring, financial planning, and management decision-making.
- Support efficient day to day financial operations by maintaining accurate records, meeting deadlines, and responding to internal and external inquiries.
- Perform additional administrative and financial duties as assigned to support the overall operations of the Finance and Administration Department

### Minimum Qualifications

- High School Diploma or GED required.
- 1-2 years of progressively responsible experience and/or training involving bookkeeping, accounting, or financial recordkeeping; **or**
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for the position.
- Proficiency in Microsoft Office
- Valid Georgia driver's license or ability to obtain one.

## Preferred Qualifications

- Associate degree or higher in accounting, finance, business administration or related field.

## Knowledge, Skills and Abilities Required

- Knowledge of the mission, goals, policies, procedures, and organizational structure of the Southern Georgia Regional Commission, including departmental functions and operations.
- Working knowledge of governmental accounting principles and practices, including accounts payable, fiscal reporting, internal controls, and record retention requirements.
- Knowledge of applicable federal, state, and local regulations related to public-sector finance and grant administration.
- Ability to interpret and apply policies, procedures, and regulatory requirements accurately and consistently.
- Ability to analyze financial data and provide meaningful fiscal information to support program operations and management decision-making.
- Ability to manage multiple priorities, meet deadlines, and maintain accuracy in a fast-paced work environment.
- Skill in operating computers and standard office equipment, including proficiency in accounting systems, spreadsheets, and word processing software.
- Skill in effective verbal, written, and interpersonal communication, including the ability to work professionally with staff, vendors, and external partners.

## Work Environment

The Financial Analyst works under the direct supervision of the Assistant Finance Director, who provides day-to-day guidance, training, and support related to departmental goals, objectives, policies and procedures. Work assignments are communicated through meetings, written instructions, and established processes. Performance is reviewed through regular meetings, review of reports, and observation of work activities to ensure accuracy, timeliness, and compliance with applicable standards.

The Finance Director provides overall oversight of the financial function and conducts periodic reviews of completed work to ensure adherence to established procedures, regulatory requirements, and professional accounting standards, as well as the appropriateness and integrity of final results.

Primarily office-based, with occasional travel to meetings or training sessions. Regular hours are Monday-Friday, 8:30 am – 5:00 pm.

After the successful completion of the probationary period, employees in this position may be eligible for limited flexible work options based on performance, program needs, and supervisor approval.

Options may include:

- Hybrid/Remote work on a part-time basis.
- Flexible work scheduling, such as adjusted start/end times.

These options are not guaranteed and may be modified or discontinued at any time to ensure effective service delivery and program compliance.

## Position Details

☒ Full-Time

☐ Part-Time

☐ Intern

☐ Contractor

☐ Exempt

☒ Non-Exempt

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm	8:30 am – 5:00 pm

### Equal Opportunity/Affirmative Action

The Southern Georgia Regional Commission is an Equal Opportunity/Affirmative Action employer. We provide equal employment opportunities without regard to race, color religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable federal, state or local law.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. All information contained herein is merely an attempt by the Southern Georgia Regional Commission to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time*

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*Employee Signature*

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*Date*

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*Supervisor Signature*

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*Date*