



COLUMBIA COUNTY, OREGON

JOB TITLE: FINANCIAL ANALYST

DATE: JULY 1, 2026

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Finance	JOB CODE:	PO128
SUPERVISOR:	Director, Finance	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform advanced data analysis studies with fiscal, budget, and programmatic data for a variety of general operational needs, internal control review, and long-range planning. Conduct special projects and develop methodologies for on-going analysis as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist in the preparation of the annual budget for the County and component units, including development of annual schedules to meet budget appropriation and mid-cycle deadlines, compilation and verification of budget and programmatic data, and preparation of a variety of analytics and supporting schedules in a manner that ensures qualification for the Distinguished Budget Presentation Award from the Government Finance Officers' Association.

Assist in the development and implementation of financial policies and procedures; analyze legislation which may affect County, fund, and component unit finances; review division operations for compliance with statutes, rules and regulations.

Monitor revenues and expenditures; develop, prepare, and present comprehensive financial analysis and forecasting of expenditures and revenues and make appropriate recommendations; analyze and prepare long-range projections for various department and fund and operating funds and revenues; coordinate budget and fiscal operations and systems within County departments.

Analyze, evaluate, make recommendations, and prepare requests for fee, rates, and other revenue study requests; plan and conduct special studies and analyses of department and fund rate structures; monitor the implementation of rate revisions; analyze the financial and program impact of rate revisions.

Audit and evaluate contracts, including grant agreements, with terms and conditions and documentation of contract charges and costs.

Evaluate the reliability of financial statements by reviewing journals, payrolls, accounts payable and receivable, bank records, and other financial records.

Manage the cost allocation process which feeds into County and grant budgets including propose improvements in cost allocation methodology and utilization of appropriate specialty tools in its calculation.

Lead the capital improvement process in coordination with multiple County departments; propose improvements in the process and tools utilized; analyze funding sources and financing options and route this information through appropriate and established oversight bodies and, ultimately, to the County budget; maintain policies consistent with applicable law and accounting practice; develop and enhance tracking tools for capital assets.

Assist the Finance Director with assessments of and improvements in business processes, internal controls and budgeting/financial systems used by the Finance Department as well as those that do/could



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interface with financial systems and related activities in order to minimize County exposure to a variety of risks and increase operations efficiency.

Keep current on professional and technological trends including federal and state statutes; GASB pronouncements; and best practices in government budgeting, management analysis, and fiscal analysis through participation in professional conferences and seminars and other educational activities.

Maintain strong customer relationships with internal and external customers, which include other county departments and the general public.

Create and maintain process documentation for all county processes conducted on a routine basis in accordance with the county Strategic Plan and Continuity of Operations Plan.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Finance Director who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a four-year degree in accounting, finance, business or related field. Three years' work experience in financial or data analysis, preferably in the public sector. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to an advanced degree in finance preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of generally accepted accounting principles for governmental entities, methods, and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Knowledge of audit procedures and techniques.

Skill in financial or accounting software programs and Microsoft Office products.



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Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Correlate and evaluate a large volume of complex written and numerical data.
- Prepare and analyze fiscal and statistical data and reports.
- Analyze claims and costs and make determinations of accuracy.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Interpret and apply applicable federal, state, and local laws, rules, regulations, and policies related to financial and performance auditing.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. May require traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in



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the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*