



## JOB DESCRIPTION

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**JOB TITLE:** Administrative Analyst II

**JOB CODE:** 1080

**DEPARTMENT:** Clerk-Treasurer

**FLSA STATUS:** Exempt

**REPORTS TO:** Department Manager/Senior Officer

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### SUMMARY OF JOB PURPOSE

Provides complex and confidential operational analysis in support of department goals and programs; performs accounting, statistical, and budgetary tasks, as assigned, for Clerk-Treasurer department and Elections.

### ESSENTIAL FUNCTIONS

1. Assists in the preparation and analysis of departmental budgets; reviews and analyzes interest rates and revenue trends, as well as specific expenditure and revenue line items; reconciles all investment statements, including allocation and/or apportionment of interest income; analyzes and develops recommendations regarding investments and the County Investment Policy.
2. Reconciles the Treasurer's general bank account and investment revenues; provides oversight and assistance to other departments for timely reconciliation of other County bank accounts; monitors collateralization contract with State; coordinates receipt and distribution of bank account reconciliations for independent auditors and other records as might be required; responds to external audit confirmation requests.
3. Responsible for re-apportionment of property tax payments per Redevelopment Agency ordinance; tracks Redevelopment loan payment schedule and interest rate.
4. Maintains files and schedules for County debt/bonds and prepares claims/wires for payment of interest, principal, and fees; prepares monthly and/or quarterly reports and claims for state fees collected by the County that are payable to the State Controller.
5. Acts as a key member of the Election 'Core Team' to identify operational needs, design work processes, develop policies and procedures, inventory equipment and perform worker training in conducting County elections and meeting State and Federal requirements; responsible for studies on election issues and problems, software use and integration, equipment storage, and distribution and cost analysis.
6. Interfaces with other departments and outside agencies in exchange of information; responds to requests and coordinates activities/projects, responding as required; may be required to review and analyze internal controls and financial data/reports of a County department, as requested; prepares special reports based on research and analysis of proposed legislation, as needed.
7. Attends, makes presentations, and/or responds to questions at County Board meetings, meetings of advisory boards, or other committees, and meetings of the general public, special groups, and/or organizations, as needed; researches public and/or employee requests, responds as appropriate, and acts as a liaison with the public, committees, boards, and associations, as needed; prepares documents for the department's web-site or other internet locations.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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8. Provides technical assistance to other staff members as needed and cross-trains to personally perform backup duties for various staff members as may be assigned for critical processes.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting, Business, Finance, Public Administration, or other related field, and four (4) years experience in public sector budgeting/operations; OR an equivalent combination of education, training, and experience.

#### LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from the public, regulatory agencies, or members of the business community; effectively present information to top management, public groups, and/or boards of commissioners.

#### MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

#### REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Nevada laws relating to budgeting and governmental fund accounting; knowledge of general accounting principles; ability to analyze data and prepare accurate budget, financial, and statistical reports; ability to utilize a wide variety of computer hardware and software programs, including word processing and spreadsheets, and maintain an advanced working knowledge of the specific computer programs utilized in the department necessary to achieve pre-determined goals.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nevada Class "C" Driver's License with an acceptable driving record; CPA certification is desirable.

#### PHYSICAL DEMANDS

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

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

The employee will, on occasion, be required to travel within Nevada as well as outside Nevada in the performance of duties and to obtain training; extended hours of work may be required during election cycles, property tax quarterly collection periods, month-end, and year-end processes. The noise level in the work environment is usually quiet.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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