



Resolution No. 84-2020
Adoption Date 11/4/2020

No Sufficiency of Funds Required: B. Taylor
Form and Legality: D. Minchello

RESOLUTION CREATING THE POSITION OF FISCAL ANALYST

WHEREAS, the Union County Improvement Authority (the “Authority”) has been duly created by an ordinance of the Board of Chosen Freeholders (the “Board of Freeholders”) of the County of Union, New Jersey (the “County”), as public body corporate and politic of the State of New Jersey (the “State”) pursuant to and in accordance with the County Improvements Authorities Law, constituting Chapter 183 of the Pamphlets Laws of 1960 of the State, as amended and supplemented from time to time (the “Act”); and

WHEREAS, the Board of Commissioners of the Union County Improvement Authority does hereby created the position of Fiscal Analyst; and

WHEREAS, a copy of the Authority’s job description for Fiscal Analyst is annexed hereto as Appendix A.

NOW THEREFORE BE IT RESOLVED, by Board of Commissioners of the Union County Improvement Authority as follows:

1. The Authority hereby incorporates the above-referenced recitals as contained at length herein;
2. The Authority hereby authorizes the creation of the position of Fiscal Analyst to the Authority;
3. The Fiscal Analyst shall be hired by the Executive Director and/or Union County Project Manager and serve at his/her pleasure;
4. This resolution shall supersede Resolution 37-2015 and subsequent resolutions pertaining thereto; and
5. This resolution shall take effect immediately.

Commissioner	Motion	Second	Yes/Aye	No-Nay	Abstain	Absent
David Barnett		✓	✓			
Steve Hockaday	✓		✓			
Christopher Kolibas			✓			
Debra Marshall			✓			
Andrea Mojica			✓			
Ahmed Shehata			✓			
Scott Huff, Vice Chairman						✓
Sebastian D’Elia, Chairman			✓			

APPENDIX A

FISCAL ANALYST

DEFINITION

Under limited supervision of a supervisory official, independently performs the work involved in the analysis of fiscal activities including budget preparation, purchasing, review and maintenance, analyzing budgets for grants, contracts, state funds and/or program funds, assists in analyzing fiscal impacts, maintains records; does other work as assigned.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Developing budget revenue and expenditure projections.

Provides technical advice on fiscal matters and problems.

Reviews expenditures for compliance with budget policies.

Calculates revenue and expenditure projections.

Analyzes and corrects errors in computerized accounts.

Reviews and analyzes financial statements and records.

Resolves problems and assists in establishing budgetary policies and procedures.

Monitors and computes budgets.

Reviews and determines approval or rejection of requests for funds.

Assists in preparing fiscal and other reports containing findings, conclusions and recommendations.

Approves transfer of monies from accounts.

Utilizes financial software packages.

Coordinates fiscal procedures within the organizational unit including budget implementation and control, making sure that expenditures are in accordance with the allocation of funds.

Maintains records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in the collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing conclusions and recommendations for a private business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Business Administration, Public Administration, Accounting or Finance may be substituted for one (1) year of the required experience.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of financial projection and forecast methods.

Knowledge of the methods used to prepare, review and maintain the budget.

Knowledge of the theory and principles of fiscal analysis.

Knowledge of the procedures for reconciling accounts.

Knowledge of the procedures for the transfer of appropriations.

Knowledge of public purchasing regulations.

Ability to read and interpret laws, rules and regulations and apply them to specific situations.

Ability to provide advice on fiscal matters and problems.

Ability to prepare fiscal and other studies and reports containing findings, conclusions and recommendations.

Ability to review, analyze and interpret financial records and statements.

Ability to establish and maintain fiscal and other records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

