



Central Lyon County Fire Protection District

Job Description for: Business Operations and Accounting Analyst

Definition:

The Business Operations and Accounting Analyst supports the District's daily business operations and financial reporting functions by analyzing business office procedures and workflows, performing financial and operational data entry and coding, monitoring financial performance, and identifying opportunities to improve processes and efficiencies. This position develops accurate financial and operational reports, spreadsheets, reconciliations, analyzes variances and trends, strengthens data integrity and internal controls, and provides practical, data-driven recommendations to support informed decision-making by District leadership.

Reporting to the Business Manager/HR Director, the Business Operations and Accounting Analyst serves as a key member of the administrative team and provides backup support for critical business office functions. The position regularly handles sensitive financial, personnel, and operational information and is expected to maintain the highest standards of confidentiality, accuracy, professionalism, and discretion.

Examples of Duties, Core Responsibilities, and Deliverables:

I. Daily Business Workflow Analysis

Key Duties

- Analyze daily administration business office workflows to identify delays, duplication, control gaps, and opportunities for improvement.
- Develop standardized procedures, checklists, templates, and tracking tools.
- Coordinate with the Business Manager and administrative staff to clarify data inputs, handoffs, approval points, and reporting requirements.
- Monitor implemented process improvements and evaluate whether they produce the intended operational results.
- Recommend practical changes that improve timeliness, accuracy, consistency, and effective use of District resources.
- Development and evaluation of policies, procedures, programs, or work methods.

Primary Deliverables

- Current workflow documentation and process maps.
- Standardized procedures, templates, checklists, and tracking tools.
- Documented process-improvement recommendations and implementation results.

II. Operating Cost and Financial Performance Analysis

Key Duties

- Analyze operating expenditures, revenues, account activity, and cost trends by department, program, project, or other assigned reporting category.
- Identify budget variances, unusual activity, cost drivers, emerging financial risks, and opportunities for cost control.
- Perform cost comparisons, cost-benefit analyses, fiscal impact analyses, and resource-utilization reviews as assigned.
- Support expenditure and revenue forecasting using available financial and operational data.
- Perform statistical, fiscal, management, or informational analysis.
- Prepare concise findings and recommendations for leadership review.

Primary Deliverables

- Operating-cost analyses and financial trend reports.
- Budget variance explanations and recommended follow-up actions.
- Cost-benefit, fiscal impact, and resource-utilization analyses.

III. Financial Reporting and Management Information**Key Duties**

- Prepare recurring monthly, quarterly, annual, and ad hoc financial and operational reports.
- Develop and maintain dashboards, spreadsheets, analytical models, and other reporting tools.
- Compile budget-to-actual, expenditure, revenue, program-cost, and performance information for leadership review.
- Validate report data against source records and reconcile discrepancies before distribution.
- Present complex financial information in a clear format that identifies significant trends, exceptions, and decision points.
- Maintain organized support documentation for issued reports and analyses.
- Contract, grant, budget, compliance, or audit-related analysis.

Primary Deliverables

- Accurate and timely financial and operational reports.
- Usable dashboards and performance measures.
- Complete support files and documented data sources for recurring reports.

IV. Financial Data Management and Quality Control**Key Duties**

- Maintain, organize, and validate financial and operational data within District accounting systems, spreadsheets, and reporting files.
- Review transaction coding, classifications, and supporting documentation for accuracy and consistency.
- Identify missing, duplicate, inconsistent, or unsupported data and coordinate correction with the appropriate staff.
- Maintain standardized account-coding, naming, version-control, and data-retention practices for assigned analytical files.
- Develop controlled data sets and repeatable reporting methods that reduce manual error and improve reporting efficiency.
- Protect confidential financial and operational data and limit access and disclosure to authorized purposes.

Primary Deliverables

- Accurate, complete, and consistently classified financial data.
- Documented data-quality reviews and resolved discrepancies.
- Controlled analytical files and repeatable reporting processes.

V. Budget Monitoring and Forecast Support**Key Duties**

- Assist with preparation, entry, review, and monitoring of annual and mid-year operating budgets.
- Compare actual financial activity to adopted budgets and forecasts.
- Analyze expenditure patterns, revenue performance, and projected operational requirements.
- Prepare schedules and summaries that support budget development, amendment, augmentation, and management review.
- Monitor assigned financial indicators and promptly communicate significant variances or data concerns.

Primary Deliverables

- Budget-monitoring schedules and status reports.
- Forecasts and supporting assumptions based on available data.
- Timely variance alerts and analytical summaries.

VI. Reconciliation, Audit, and Internal Control Support**Key Duties**

- Assist with review of bank, revenue, expenditure, payroll, balance-sheet, and other assigned reconciliations.
- Compile financial reports, schedules, transaction support, and other documentation requested for audits or management review.
- Review financial workflows and records for compliance with established procedures and internal-control requirements.
- Identify control weaknesses, recurring errors, or reporting discrepancies and recommend corrective measures.
- Track assigned corrective actions and document their completion and operational effect.

Primary Deliverables

- Complete reconciliation-review and audit-support documentation.
- Internal-control observations and improvement recommendations.
- Corrective-action tracking and resolution records.

VII. Business Process Optimization and Reporting Systems**Key Duties**

- Evaluate existing spreadsheets, system reports, and manual tracking methods for accuracy, efficiency, and sustainability.
- Create or refine reporting templates, automated calculations, control checks, and standardized data-entry methods.

- Support configuration and improvement of financial reporting modules, account structures, and analytical tools within authorized District systems.
- Develop user guidance for recurring financial workflows and reporting tools.
- Monitor the effectiveness of reporting and workflow changes and make adjustments when necessary.
- Design and coordination of complex research or evaluation projects

Primary Deliverables

- Improved reporting tools and standardized analytical methods.
- Reduced manual processing, duplicate entry, and preventable reporting errors.
- Clear user guidance for recurring workflows and reports.

Knowledge, Skills and Abilities:

- Administrative principles and practices of employee development, supervision and management, including evaluation, goal setting, and program development and implementation.
- Techniques in dealing with a variety of diverse individuals, both members of the fire district and the general public.
- Fire District Policies: regulations, orders, operational procedures and guidelines involved administration of the front office and fire district.
- Applicable federal and State laws, statutes, rules, codes and regulations with respect to public fiscal operations
- General government accountancy, Governmental Accounting Standards Board (GASB) requirements, Generally Accepted Accounting Principles (GAAP), and Government auditing standards.
- EMS billing, requisition, and reporting.
- Analyzing, reviewing, interpreting, and reconciling financial reports and transactions.
- Interpreting and applying accounting standards and procedures to applicable State and Federal laws, rules, and regulations, and Fire District policy.
- Preparing and presenting clear and concise accounting reports and narratives.
- MIP (Abila/Community Brands) accounting software functions and use.
- Principles and practices of business data processing, with a focus on the processing of accounting data.
- Accounting and reconciliation methods and principles.
- Principles and practices of records management systems, including implementation and maintenance of such.
- Computer applications related to job functions including Microsoft suite.
- Planning, assigning, delegating, supervising, reviewing and evaluating the work of employees.
- Training employees in their assigned areas of responsibility and job functions, including policies, procedures, guidelines, and practices.
- Use of independent judgment within policy parameters.
- Follow through, close loops, and relay information accurately.

Qualifications for Employment: Experience and Training

Preferred Certifications and Licensure:

- Valid driver's license, maintained throughout the course of employment.
- High school diploma or equivalent
- Associate's degree in Accounting, Public Administration, or Business Administration

- Experience conducting public-sector budget, financial, cost, revenue, expenditure, or fiscal-impact analysis, including budget-to-actual reporting, forecasting, variance analysis, or development of management recommendations.
- Experience designing and conducting analytical, statistical, operational, or program-evaluation studies, including collecting, validating, reconciling, and interpreting information from multiple sources.
- Experience developing, evaluating, and implementing policies, procedures, workflows, internal controls, or business-process improvements.
- Experience preparing clear analytical, narrative, statistical, or financial reports and presenting complex findings and recommendations to executive leadership, governing boards, committees, or other stakeholders.
- Experience interpreting and applying laws, regulations, governmental directives, funding requirements, or administrative policies in a compliance, audit, contract, grant, or fiscal environment.
- Advanced experience with spreadsheets, databases, reporting systems, data-visualization tools, or governmental accounting/enterprise systems, including development of repeatable reports, dashboards, control checks, or analytical models.
- Experience coordinating complex projects or diverse work plans across departments, programs, or external organizations.
- Lead or supervisory experience, if the position will actually assign and review work, train staff, or participate in performance management.
- Relevant education or training in accounting, finance, public administration, business administration, economics, statistics, data analytics, or a closely related field.

Desirable Qualifications:

- Bachelor's degree in Accounting, Public Administration, or Business Administration
- Human Resource Management experience is highly desirable.
- Public administration education and/or experience
- Certified Public Accountant (CPA)
- Use of MIP (Abila) Community Brands accounting software system
- “People skills,” or interpersonal skills, the ability to communicate and interact with others effectively.
- Nevada Notary Public

Physical and Mental/Intellectual Requirements

The physical requirements described here are representative of those that an employee must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping are necessary to access files and records. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with staff, the public, and Board members—regular and consistent punctuality and attendance. Light lifting, up to 25 pounds, is occasionally required. In compliance with applicable disability laws, reasonable accommodations may be provided to qualified individuals with disabilities who require and request them. Incumbents and individuals

who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions

Work is performed under the following conditions.

The position functions indoors in an office-type environment where most work is performed at a desk. The position may occasionally require travel by car to pick up or deliver materials. The environment is generally clean, with limited exposure to dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Special Conditions

If offered employment, the applicant will be required to submit to a background investigation and drug screen. Failure to successfully pass the background investigation will result in the offer being withdrawn. Employees must be willing to work occasional overtime.

FLSA Status:

FLSA Non-Exempt. Hourly Employee. Non-Represented- At Will with defined due process within the District Personnel Manual.

Special Conditions:

If offered employment, the applicant will be required to submit to a background investigation and drug screening. Failure to pass the background check will result in the offer being withdrawn. Employees may be required to work occasional overtime outside normal business hours and to work out of the office.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have read the above job description and have received a copy for my records.

I, _____ have received a copy of my
job description for Business Operations and Accounting Analyst.

Signature

Date