

FINANCIAL ANALYST - 1460

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and difficult administrative duties in the administrative and financial work in organizing and supervising the fiscal areas of finance; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/ TYPICAL TASKS:

Supervises fiscal operations – customer service, accounts payable, collections, and billing. Assists departments with reporting and financial procedures, backs up Finance Director, prepares detailed reports and schedules, and oversees accounting relating to debt borrowings and capital projects.

Prepare schedules for the Comprehensive Annual Financial Report. Work with Finance Director, outside auditors, and other County staff in completing these schedules.

Assist in the preparation of the annual budget; aid Department Directors in preparing budget estimates and in determining costs for new, expanded or reorganized programs.

Assist City employees as needed to analyze grant applications and monitoring reports for financial accuracy.

Assist Department Directors in analyzing operations to establish appropriate user fees.

Prepare mandated state and federal reports.

Examine internal control policies and procedures. Perform other internal auditing functions.

Assist in the review of bond issues and installment purchase contracts for arbitrage compliance.

Oversee accounting responsibilities relating to debt borrowings and capital projects.

Supervise and direct the work of customer service and technical accounting staff.

Attend various continuing education courses provided by Institute of Government, Local Government Commission, or other agencies in order to stay current with federal and state requirements for local government finance and accounting issues.

Maintain confidentiality of all confidential documents and information.

Assume the duties of the Finance Director in his/her absence.

Fill in for Finance Director at functions/ meetings when requested.

Maintain a reasonable and predictable attendance;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of accounting and auditing including local government financial administration. Thorough knowledge of federal, state, and local government laws and policies concerning the fiscal operations of a local government unit. Considerable knowledge of principles of supervision, organization, and administration. Ability to prepare journal entries, financial statements, budget analyses, depreciation schedules, revenue and expense projections, tax rate projections, fund balance projections, revenue and expense summaries, and to compile and analyze various related financial information. Ability to work independently with limited supervision in all areas of job duties. Ability to establish priorities for the completion of work in accordance with required deadlines. Ability to work in a fast paced environment. Ability to communicate effectively with other employees, department heads, and management, both orally and in writing. Ability to establish and maintain effective working relationships with other employees, department heads, management, and the general public. Ability to use 10-key adding machine, personal computer (including proficiency in Microsoft Excel and Word), and computerized accounting software for the maintenance of the City's financial records.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting and considerable experience in public accounting.