

Finance Analyst

DEFINITION

Under general supervision, to assist the Finance Officer in the day-to day operations of the City's Finance Department; performs a variety of the most complex, technical, and specialized account and statistical record keeping work in connection with the development, maintenance, and processing of City fiscal and statistical records; to have specialized responsibility for billings, payables, receivables, payroll, or benefits; to provide customer service; to perform general office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Finance Classification Series, and a single position class reporting to the City's Finance Director and is responsible for assigned day-to-day activities of the Finance Department. The incumbent may occasionally supervise the lower Account Clerk I & II. This is a specialized, technical classification in the Finance class series for performance of the most complex advanced financial and statistical record keeping and support work, and is knowledgeable of all aspects of the City's finance system. Incumbents have day-to-day responsibility for a specific area of the fiscal record keeping system, such as payables, receivables, payroll, billings, or benefits. They should also be familiar with the full scope of City fiscal support work and be capable of providing back up for absent staff.

REPORTS TO

Finance Director

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervises assigned day-to-day activities of the City Finance Department, and performs a variety of the most complex technical assignments in the development and maintenance of financial and statistical records; works with assigned staff and exercises day-to-day responsibility for a specific area of the fiscal record keeping system such as the may be responsible for the processing of all aspects of the finance system's payables, receivables, billings, payroll, or benefits; develops and maintains Vendor Lists, processing incoming invoices and preparing purchase orders and warrants; establishes Utility Billing/Accounts Receivable, receiving and processing payments and making proper postings; coordinates and administers employee health, dental, vision, and retirement benefits; preparing periodic status reports; maintains, distributes, and reconciles petty cash funds; prepares bank deposits; maintains the City meter reading system and processes meter reading data; processes service requests for changes in utility services; maintains refuse collection billing and service records; updates and maintains payroll and leave balance records, including proper reconciling of

payroll deductions; may assist the Finance Officer in the preparation of compensation costs for labor negotiations; makes authorized transfers of funds; reconciles periodic payroll reports; maintains Worker's Compensation information and records; prepares personnel forms and updates personnel records; assists with the development of financial and statistical reports; assists with the compilation of budget information; operates computerized financial information systems and on-line computer systems used in the City; may work with spreadsheets and word processing programs; performs a variety of general office assistance assignments; answers the telephone and receives customers at a public counter providing a variety of information about billings, licenses, policies, and services. Any additional work as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- ❖ Comprehensive knowledge of the methods and practices of financial and statistical record keeping.
- ❖ Practices, procedures, and policies of the City Finance Department.
- ❖ Basic supervision practices and principles
- ❖ Good public relations techniques.
- ❖ Maintenance of files and information retrieval systems.
- ❖ In-depth knowledge of an assigned area of the City's financial record keeping system.
- ❖ Modern office methods and procedures.

Ability to:

- ❖ Ability to supervise the day-to-day activities of the City Finance Department
- ❖ Ability to plan, organize, and direct the work of subordinate staff.
- ❖ Perform a variety of the more complex, technical financial and statistical record keeping work.
- ❖ Effectively exercise day-to-day responsibility for an assigned specialized area of the City's financial record keeping system.
- ❖ Follow oral and written directions.
- ❖ Read and understand codes, statutes, and information related to financial and statistical record keeping work.
- ❖ Gather and organize data and information.
- ❖ Make mathematical calculations quickly and accurately.
- ❖ Work with computerized financial information systems and use a computer for financial and statistical record keeping work.
- ❖ Deal tactfully and courteously with the public and other staff when explaining the

functions and policies of the City Finance Department and performing customer services work.

- ❖ Establish and maintain cooperative working relationships.

DESIRABLE QUALIFICATIONS

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

3 to 4 years of previous work experience performing fiscal support work.

Special Requirements:

None.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.