

CITY OF IMPERIAL
JOB DESCRIPTION
FINANCIAL ANALYST

Range 78
MSPC Salary Schedule
Classification/Group: Confidential
Full-Time Exempt
Department: Administrative Services Department

DEFINITION:

Under the direction of the Administrative Services Director, or providing departmental support to the City's many departments and utility operations, including preparation, validation, analysis and review of financial information and systems to ensure accurate and timely financial reporting; perform a variety of complex accounting and bookkeeping functions such as payroll, accounts payable and business licensing; prepare invoices, checks, requisitions and related financial statements and documents; review, process, evaluate and ensure accuracy of a variety of back statements and financial information; respond to inquiries regarding accounts payable and business licensing; prepare and maintain a variety of auditable financial records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Promote long term financial planning and forecasting;
- Encourage the corporate use of available financial information and strive to continuously improve upon the information and processes available to support the departments and the corporation as a whole;
- Assist in maintaining the integrity of information in the financial systems;
- Develop policies and procedures that encompass sound business and financial processes and internal controls;
- Assist in other special projects as a finance resource.
- Perform a variety of accounting duties in support of complex accounting functions such as payroll, general business licensing, business licensing for taxi cabs and accounts payable; prepare and maintain financial statements, materials and documents; audit accounts for errors and make appropriate adjustments; review, adjust and ensure accuracy of journal entries.
- Prepare financial documents and reports for the City's Housing Rehabilitation program; gather and record related program financial information including W-2s and accounts payable closings; prepare state reports and submit for approval.
- Respond to a variety of questions regarding business licensing, accounts payable, City's accounting policies and related procedures.
- Maintain general ledger and designated cash accounts as assigned; monitor funds for income and expenditures and make appropriate adjustments; prepare related financial statements; recommend transfer of funds as appropriate; ensure accuracy of related transactions.
- Maintain accounting schedules as assigned; prepare related journal entries and reports; maintain related invoices and purchase requisitions; verify assets to assist auditors and administrators as requested.
- Input and update a variety of financial data into an assigned computer system; maintain automated financial records and files; generate and distribute a variety of computerized reports as assigned; ensure accuracy of input and output data.

- Research, compile, prepare and revise accounting data regarding assigned accounts; prepare and maintain a variety of auditable financial records, reports and files related to assigned accounts, income, expenditures, reconciliations, statements and assigned activities.
- Assemble, match, sort, tabulate, check and post a variety of financial data such as income and expenditures to appropriate accounts; review data for accuracy and completeness.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Participate in a variety of other assigned activities such as preparing employee salary advances, processing tax data, preparing billing statements, monitoring suspicious activities, and other activities as assigned.
- Assist in ensuring financial transactions comply with established State and local laws, codes, rules, regulations, policies and procedures.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Associate's degree in accounting or related field and three (3) years clerical accounting experience.
- Two (2) years of progressively responsible accounting and budget development experience, preferably in a municipal environment
- Intermediate skill level in MS Excel preferred

Licenses and other Requirements:

- N/A

Knowledge of:

- Municipal and utility accounting experience, including a working knowledge of relevant legislation and municipal policy, is an asset;
- Must demonstrate corporate competencies: Customer Focus, Results Orientation, Integrity, and Teamwork;
- In-depth understanding of business operations, processes and internal controls;
- Strong working knowledge of budgetary accounting and reporting processes necessary to develop efficient and effective systems and procedures;
- Strong customer service skills, including the ability to establish good working relationships with a variety of internal and external clients and the public;
- Demonstrate discretion when dealing with confidential information;
- Strong organizational skills with the ability to prioritize work in a demanding environment;
- Demonstrate accuracy and attention to detail;
- Knowledge of related policies, procedures, legislation and initiatives;
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- General accounting and business functions of a governmental organization.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Data control procedures and data entry operations.

- Modern office practices, procedures and equipment.
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Perform a variety of technical accounting duties in the review, evaluation and adjustment of assigned accounts.
- Maintain accurate financial and statistical records.
- Prepare and evaluate comprehensive accounting reports and statements.
- Verify, balance and adjust accounts.
- Review, process, evaluate and verify a variety of financial information.
- Identify, investigate and resolve financial errors and discrepancies.
- Issue and distribute vendor and claim reimbursement payments as assigned.
- Monitor and audit income and expenditures.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Compare numbers and detect errors efficiently.
- Operate standard office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.