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| ORGANIZATION: | City of Canby | DATE: | November 2012 |
| DEPARTMENT: | Finance | UNION: | AFSCME Represented |
| CLASSIFICATION: | Office Specialist IV | FLSA STATUS: | Non-Exempt |
| TITLE: | Financial Analyst | | |

PURPOSE OF POSITION: Perform a variety of high-level accounting work and financial analyses of a complex nature to support City goals within the framework of state budget law and generally accepted accounting principles. Requires an advanced understanding of department and City programs and procedures.

The OSIV is distinguished from the OSIII classification by performing the most complex and confidential administrative support assignments, performing administrative office management tasks for department directors or upper-level management, and/or on-going lead worker responsibility.

A wide variety of complex and/or confidential tasks are performed under general supervision. Assistance is not readily available from supervisor(s). This classification is expected to function independently in daily tasks and use initiative and independent judgment on non-routine and confidential matters. Acts as lead project coordinator on routine and complex assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a supervisor. The position may lead/direct activities and act as first line of authority within assigned department and in other situations relating to financial policies.

ESSENTIAL JOB FUNCTIONS:

Perform lead accounting work in the processing and maintenance of financial data and expenditure controls. Collect, compile, tabulate and analyze data and accounting procedures. Compile information for a variety of narrative and statistical reports. Make recommendations based on findings.

Research, develop and analyze a variety of technical and management reports including quarterly and annual reports, staff reports and Council and agenda items. Create ad hoc reports and/or spreadsheets as needed or requested by management, co-workers or other agencies.

Oversee output of Finance personnel engaged in maintaining customer and vendor accounts, and distributing costs or revenues to appropriate department accounts. Update and correct errors as needed. Proofread and edit documents, presentation materials, brochures, and other materials for grammar, clarity, punctuation and spelling. Examine documents for completeness and accuracy. Correct errors as necessary.

Monitor cash flow to ensure availability of funds to cover operational costs.

Manage Caselle software to maximize the efficiency and effectiveness of the Finance Department and financial applications city-wide. Develop new applications, maintain/develop reports, business rules, workflow approvals, and other setups; troubleshoot for users, train users on new applications and enhancements. Coordinate technical support, serve as program representative. Work with information technology as needed to coordinate department information on City website.

Analyze and make recommendations on the Finance Department's annual operating budget. Assist all departments in preparing and administering budgets. Respond to requests for information from departments, Budget Committee and City Council or as needed.

Assist in preparation and coordinate the production of the Proposed and Adopted budget documents to ensure the City has a legally adopted budget each year. Prepare and submit all budget reports/filings in accordance with state budget law. Review the City's budget performance throughout each fiscal year. Provide monthly, quarterly and/or annual reports for the City Council and Budget Committee.

Assist in developing, implementing, and auditing internal financial reporting systems and financial controls.

Record and maintain asset documentation for the Comprehensive Annual Financial Report (CAFR). May contribute toward preparation of additional schedules and documents related to the annual audit and CAFR production.

May serve as resource person for departmental grant activities as related to financial accounting and funds drawdowns.

Participate in promotion of department and/or divisional programs; recommend changes to ensure efficiency and effectiveness of operations. Communicate and coordinate regularly with others to maximize the effectiveness and efficiency of interdepartmental and interagency operations and activities.

Serve as co-primary person for cash receipting and bank deposit functions. As needed, serve as backup person for other department positions and functions.

Coordinate annual production of City-wide fee schedule.

Prepare various intergovernmental billings on a monthly and as-needed basis.

Compile information and reference materials for supervisor, department director or City Administrator, or as requested by the public, which may require selecting appropriate data from various sources, and preparing summaries and reports as requested. Enter data into computer system from a variety of documents.

Provide customer service for assigned department. Respond to routine, non-routine and technical questions from internal and external customers. Perform a variety of administrative activities, such as photocopying, mail, faxing, filing, sorting documents, etc. May perform other tasks such as arranging and recording meetings, word processing, drafting of policies and procedures, compiling information and reference materials, and ordering supplies. Maintain files, records and confidential documents to ensure easy retrieval, safety and integrity of files and records, in accordance with established retention guidelines.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of accounting practices and procedures, business English, word processing and spreadsheet software, research methods, report composition and preparation techniques, etc. Ability to operate general office equipment. Equivalent to an Associate's degree in accounting or related field and over five years of progressively responsible government finance experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Additional attributes: Strong analytical and organizational skills; excellent written and verbal communication skills; budget and forecasting experience; capable of writing reports, business correspondence, and developing presentations; can establish priorities and coordinate work activities; proficient at working independently and in a team environment; possesses a strong work ethic, strong attention to detail and aptitude for multi-tasking.

SPECIAL REQUIREMENTS/LICENSES:

DESIRABLE REQUIREMENTS: Knowledge of specific accounting software utilized within the department. Certification with the Oregon Municipal Finance Officers Association.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at night meetings may be required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May act in a lead role to other employees in the assigned department and/or in the absence of the department director.

SUPERVISION RECEIVED: Works under the general supervision of the Finance Director.