

CITY OF IRWINDALE

FINANCE ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs professional and technical accounting and analytical duties in support of the Finance Department; prepares financial analyses, reports, and financial statements and completes professional and technical accounting assignments; processes City payroll; maintains financial and statistical records; and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs professional and technical accounting and analytical duties in support of the Finance Department.
2. Oversees payroll including biweekly payroll processing, tax withholdings and filings, pension contributions, deferred compensation, and all other related payroll duties.
3. Prepares and reviews payroll and timekeeping records; computes all payment due related to the payroll function, including taxes, insurance premiums, retirement and other benefit programs; answers a variety of payroll related questions.
4. Performs duties in support of the successor agency's accounts payable function; receives incoming invoices for payment and reviews for accuracy; distributes invoices to appropriate departments; processes invoices and disbursement requests; researches discrepancies; ensures that payments are processed in a timely manner.
5. Prepares journal entries required for all City and associated authority funds or SMARA payments; performs deposit account reconciliations; processes monthly banking journal entries.
6. Oversees and verifies and/or reviews cash receipts received from City departments; prepares weekly cash deposit; verifies purpose and account numbers of cash receipts; works with departments to resolve any discrepancies; performs final posting of cash receipts batches.
7. Performs duties related to mining taxes; maintains remittance worksheets, verifies and posts mining operator quarterly tax payments and advance deposits; follows up on discrepancies; reconciles mining tax revenue and advance deposits; calculates mining tax rates based on CPI.
8. Participates in the managements of grant and special revenue funds; reviews claim forms, maintains records, posts journal entries; ensures departments comply with grant requirements, and coordinates and prepares for audits.
9. Participates in the City's annual budget process; prepares documents for budget meetings, communicates with departments, and maintains budget files and records.
10. Performs duties related to the City's fixed assets program; maintains and updates asset records; conducts an annual fixed asset audit; calculates depreciation expense based on asset type.
11. Assists with the purchasing function; keeps records and tracks department spending; maintains vendor files.

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12. Assists departments with budget transfers and various budget questions throughout the fiscal year.
13. Prepares various monthly, quarterly, and annual financial reports related to payroll, IRS, State mandated filings, annual local government compensation report, and ACA reporting.
14. Prepares audit schedules and reconciliation in preparation for the interim; processes accrual and reversals; provides extensive support to auditors during audit.
15. Maintains complex subsidiary schedules and reconciliations for extensive payroll related tasks as required by MOUs and for year-end audit purposes.
16. Trains and supervises the work of Summer Youth Workers and part-time or temporary staff as needed; provides input on performance and goals
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of governmental accounting, payroll, and financial reporting.

Generally Accepted Accounting Principles (GAAP).

Methods and techniques of coding, verifying, balancing, and reconciling accounting records.

Principles and practices of auditing.

Principles and practices of financial record keeping.

Methods and techniques of effective financial report preparation and presentation.

Automated accounting systems.

Office procedures, methods, and equipment including computers and applicable software applications.

Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Organize, prepare, and balance payroll accounting records.

Prepare a variety of budgets, financial statements, reports, and analyses.

Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

Plan and organize work to meet changing priorities and deadlines.

Research, compile, and interpret a variety of information and make appropriate recommendations.

Prepare a variety of administrative and financial reports.

Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.

Implement and maintain filing systems.

Work cooperatively with other departments, City officials, and outside agencies.

Understand and apply pertinent laws, codes, and regulations.

Operate office equipment including computers and supporting applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in bookkeeping, accounting, business administration, or a related field.
A Bachelor's degree is highly desirable.

Experience:

Three years of professional experience in payroll, accounting, or financial management.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Standard office environment.

Physical: Ability to work in a standard office environment and sit for long periods which may include extensive computer use; occasional lifting of items such as files and stacks of paper weighing up to twenty-five pounds. Ability to stoop, reach, and climb a ladder to retrieve and move records within the office.

Vision: See in the normal visual range with or without correction; vision sufficient to read small print, computer screens and other printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates