

CITY OF IRWINDALE

SENIOR 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 general direction, performs advanced professional level duties in support of the Finance Department; participates in the development of policies and procedures for departmental activities; performs professional, complex accounting assignments and prepares financial analyses, reports, financial statements including portions of the Comprehensive Annual Financial Reports; coordinates the development, production, implementation and monitoring of the budget; 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. Assists with the fiscal management activities of the City including monitoring estimated revenues and appropriations against actual amounts realized, analyzing, and determining variances and causes, forecasting, reporting and auditing, and developing recommendations to identify and resolve budgetary problems.
2. Coordinates the budget preparation process for all city departments.
3. Monitors the budgets for various City departments, reviews account classifications and verifies fund balances.
4. Monitors and projects the revenues for the City, Redevelopment Agency, Housing Authority, Special Mining Impact and other special funds.
5. Interacts with other internal departments and external entities in providing financial/accounting information.
6. Assists the Finance Director and the Finance Manager in planning, directing, and coordinating finance activities and services; analyzes procedures and recommends standard operating procedures to improve effectiveness and efficiency in department and interdepartmental operations that optimizes activities consistent with related laws, ordinances, rules and regulations.
7. Participates in the development of department goals, objectives, policies, and procedures; recommends and assists with implementing changes in accounting systems and procedures.
8. Prepares financial, statistical, budgetary and analytical studies and reports; and performs special projects and assignments.
9. Provides assistance to auditors during audits of City financial records; prepares various financial schedules and reports as required for year-end closing and audit.
10. Performs bank reconciliations for city and all agencies including payroll, LAIF, and investments.
11. Prepares journal entries and adjustments to the general and subsidiary accounting ledgers for the City, Redevelopment Agency, Housing Authority and Special Funds for review.
12. Supervises, trains and evaluates assigned staff.
13. 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 and practices of governmental accounting, finance administration, and budgeting.
Principles and practices of municipal budget preparation and administration.
Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
Principles and procedures of financial record keeping and reporting.
Financial forecasting principles and practices including those used in the development of short and long range financial plans and budget documents
Sources of revenues and funds for municipalities.
Principles of business letter writing and report preparation.
Office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state, and local laws, codes, regulations, and ordinances.

Ability to:

Perform diverse and complex assignments involving the analysis of City financial activities.
Collect, analyze, evaluate, and interpret complex information and data including complex financial data.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Participate in the preparation and administration of assigned budgets.
Prepare clear and concise financial statements and reports.
Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
Operate office equipment including computers and supporting applications.
Interpret and apply applicable federal, state, and local laws, codes, regulations, and ordinances.
Work independently in the absence of supervision.
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:*

Education/Training:

A Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a closely related field.

Experience:

Four years of professional experience in municipal accounting and/or budgeting.

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; incumbents may be required to work extended hours including evenings and weekends.

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Senior Finance Analyst (Continued)

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