

TITLE: FINANCIAL ANALYST
LEVEL: M-4 \$44,991 - \$54,880
DEPARTMENT: AUDITOR'S OFFICE

FUNCTION: Provides a variety of routine and complex bookkeeping and accounting tasks relating to the fiscal administration of the City of New Bedford.

SUPERVISION RECEIVED: Works under the supervision of the City Auditor.

SUPERVISION EXERCISED: Exercises supervision over staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Applies moderate to complex accounting principles in regard to balancing all accounts on the City's ledger.

Completes annual Schedule A reporting to the DOR and assists with other submissions as required.

Formats adjusting entries proposed by outside auditors as a result of yearly audit.

Completes comprehensive review of City's entire ledger to confirm all audit entries are posted and tied to outside auditor's schedules.

Prepares and enters reversing audit entries as needed.

Reconciles all specific cash accounts for trust funds on the City's ledger.

Creates entries to record Trust Fund investment activity on a monthly basis.

Proves analysis of all long- and short-term debt.

Maintains transfer order tracking spreadsheet and reconciles City's budget to ensure all budget transfer orders throughout the year are posted, and creates a schedule of "due to/from other funds" reconciled to the general ledger.

Maintains a schedule of interfund transfers reconciled to the general ledger.

Develops and presents periodic fiscal reports, financial statements and analyses as requested by Assistant City Auditor, City Auditor and/or CFO.

Assists City Auditor and independent auditor in preparation of annual audit reports.

Assists in the preparation of the annual City budget and Tax Recap reporting.

The above covers the most significant responsibilities of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

PERIPHERAL DUTIES: Attends meetings, trainings, workshops, conferences or classes for the purpose of increasing knowledge and/or gathering information required to perform functions.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from a college or university with a bachelor's degree in public finance, accounting, public administration, business management or a closely related field, and two years of related experience; or

- B. Any equivalent combination of education and progressively responsible experience, with additional work experience accounting for the required education on a year-for-year basis.

Necessary Knowledge, Skills and Abilities:

- A. Skill in operation of listed tools and equipment;
- B. Ability to maintain effective accounting procedures; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing. Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public.
- C. Extensive computer experience including Microsoft Office Suite and familiarity with the principles of government accounting. Munis experience preferred.

SPECIAL REQUIREMENTS: Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Personal computer; typewriter; 10-key calculator; telephone; copy machine; fax machine, scanner.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands or arms. The employee is occasionally required walk.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.