

City of Chehalis Position Description

Class Title: Financial Analyst
Department: Finance

FLSA Status: Exempt
Union Status: Non-Represented
Update: April 2022

NATURE OF POSITION

Performs complex accounting activities requiring full professional competency, including the preparation of various financial reports and statements per requirements established by the State of Washington. This position is responsible for the accuracy and professional integrity of the City's financial systems, compliance, reporting and analysis. Perform financial research, planning, analysis within an assigned functional area of responsibility.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director. Work is reviewed through personal conferences, group meetings, and written and oral reports reflecting results observed, reported, and achieved, and overall evaluation of results.

SUPERVISION EXERCISED

Supervision is exercised in the absence of the Finance Director as delegated.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This classification description reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

- Perform and/or lead a wide variety of accounting tasks such as: oversee of general ledger reconciliation; review and/or approval of original source entries; prepare/review year-end closing entries; review the work of other accounting staff; provide financial information for the budget process.
- Interpret federal and state guidelines and is responsible for the City's compliance with federal, state, City, and other accounting rules and regulations.
- Instrumental in the preparation of annual financial statements. Partner with the Finance Director in the preparation of various financial reports and annual financial statements and required schedules.
- Assist the Finance Director and City Staff in the development of the annual budget and development of equipment rental rates, input budget amendments, budget adjustments, and researching budget variances.
- Responsible for the maintenance and revision of the City's general ledger chart of accounts according to manual issued by the State Auditor's Office; set up new accounts, updating or conversions, and assist in installation of new financial software. Setup and maintain project accounting on multi-year projects and be a resource to project management team for financial reporting and tracking.
- Review, analyze, develop, and recommend new or improved efficiencies, policies, procedures, and accounting standards, and coordinate their implementation.
- Provide the assistance to accounts payable and payroll processing when necessary; maintain level of knowledge sufficient to be able to back up or run payroll when necessary. Review quarterly and annual reports created by Payroll.
- Perform financial analysis for assigned projects and funds. Research, develop, and recommend financial

processes, strategies, and methods. Interpret complex financial cost information and budget reports for management.

- Responsible for accounting and reporting aspects of the City's grant, loans and contracts including reviewing grant documents, tracking financial activities, and working with department grant managers to assure audit compliance. Review or assist with grant reimbursement request preparation by verifying the costs claimed to the general ledger and grant project cost reports to ensure costs are allowable. Monitor grants and loan reimbursements through closeouts and conduct cash flow analysis. Prepare annual grant expenditure schedules for audit.
- Create and maintain capital asset and small and attractive asset records and coordinate asset physical inventories and reconcile discrepancies.
- Serve as an audit liaison and assist the members of the State Auditor's Office staff during the City's annual audit.
- Assist City departments with procurement questions for the purchase of goods and services.
- Assure City departments are complying with prevailing wage laws for small public works projects.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- A Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; **AND**
- Three (3) to five (5) years of increasingly responsible professional work experience in accounting, general ledger, financial analysis, forecasting, grants and contracts, internal audit, and fixed assets, preferably in a governmental setting; or
- An equivalent combination of education and experience that provides a comprehensive knowledge, skills, and abilities of all functional areas of this position may be considered as qualifying.
- Experience working with automated financial information systems, general ledger, analysis, and reconciliations.
- Considerable computer operation skills and experience with variety of software programs including Microsoft Office applications, database, customized and menu-driven programs.

Other Requirements:

- Must successfully satisfy a background investigation.
- Must be bondable.
- Must have valid Washington State driver's license or have requested or obtained an appropriate accommodation.

PREPARED QUALIFICATIONS

- Professional level experience in municipal or governmental accounting strongly preferred.
- Experience leading migration of financial software and policy development and implementation highly desirable.
- A Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Certified Public Finance Officer (CPFO) preferred.
- Through knowledge of the Washington State Budgeting, Accounting and Reporting Systems (BARS) is preferred.
- Knowledge of federal and state grant regulations as well as cost accounting standard is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge Of:

- Extensive knowledge of the generally accepted accounting principles and the fundamental theories in accounting and finance.
- Extensive knowledge of the State of Washington Budgeting, Accounting and Reporting System (BARS).
- Knowledge of federal and state grant regulations and accounting, cost accounting standard, and fixed asset accounting.
- Basic knowledge of automated financial information and reporting systems and financial controls.
- Knowledge of city, state, and federal laws and procedures governing public sector accounting and reporting requirements.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Proficient computer skills with thorough knowledge of spreadsheet and word processing programs and basic knowledge of network systems.

Ability To:

- Ability to perform work activities neatly and accurately.
- Ability to work under the pressure of multiple projects and deadline situations.
- Ability to maintain necessary records and reports.
- Ability to prepare complex and detailed financial reports, statements, and schedules.
- Ability to perform complex financial, statistical, budgetary, and cost analysis.
- Ability to utilize standard office equipment including personal computer and related software package to perform work processing, analysis, information retrieval and tracking.
- Ability to work independently from general instructions and broad work expectations but in conformance with established practices and procedures.
- Ability to exercise sound judgment in analyzing issues, identifying alternative solutions, projecting consequences, and making decisions and recommendations.
- Ability to communicate clearly and effectively orally and in writing.
- Ability to conduct thorough research on financial issues, interpret, apply, and explain rules, policies and laws and regulations applicable to areas of assignment.
- Ability to maintain effective working relationships with peers, management, and general public.
- Ability to give and receive instructions.
- Ability to meet physical demands of job and perform the essential job functions.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS

Automated complex financial information and reporting systems, personal computer, including spreadsheet and word processing software (emphasis on Microsoft Office Excel and Word), calculator, telephone, copy machine, and fax machine.

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.

Work is performed primarily in office settings. Hand-eye coordination is necessary in order to operate the

equipment listed above.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is often required to stand; walk; use hands to operate and control tools and equipment; and reach. The employee may occasionally need to lift and/or move light objects up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that 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.

Work is performed primarily in office settings. The environment is usually quiet.