

SENIOR FINANCIAL ANALYST - 214

DEFINITION OF WORK

Under regular supervision, performs complex professional work in the supervision of financial accounts and the maintenance and preparation of related complex financial records; does related work as required.

EXAMPLES OF WORK

Prepares annual financial statements related to the General Fund, Community Development Fund, Pension Fund, Bond and Construction Fund, Assessment Fund, General Fixed Asset Analysis and Intergovernmental Service Fund; ensures proper charges of encumbrances; assists external auditors with review of the City's financial records; accounts for and maintains records on all municipal fixed assets; prepares monthly revenue and expenditure statements; prepares periodic pension fund investment analysis; maintains general journal for the City; prepares or supervises the preparation of a variety of complex financial reports and statements; provides assistance to City officials on financial or accounting related matters; establishes fund code and description for new accounts.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting or business administration and considerable experience in municipal accounting.

Knowledge, Skills and Abilities: Thorough knowledge of the theories, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing municipal financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare, analyze and evaluate complex financial systems; ability to plan and supervise the work of professional and clerical employees; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively, orally and in writing.

