



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Senior Financial Analyst</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>REPORTS TO:</b>	<b>Finance Director</b>
<b>SALARY RANGE:</b>	<b>\$78,245 - \$99,005 (2020 Rates)</b>

### DESCRIPTION

The Senior Financial Analyst is responsible for maintaining the integrity of the City's general ledger system, chart of accounts, and capital asset system. In addition, the position is responsible for annual financial reporting, internal audit/review, as well as monitoring and analyzing the general ledger activity for compliance with generally accepted accounting principles (GAAP), RCWs related to financial activities, federal and state grant requirements, and city policy. The position also acts as liaison for the annual audit activities. This position is classified as Exempt per FLSA guidelines and is not eligible for overtime.

### ESSENTIAL JOB FUNCTIONS

The Senior Financial Analyst:

- Prepares the monthly and quarterly financial reports and Council updates
- Assists with the preparation and completion of the City's Comprehensive Annual Financial Report
- Works directly with the State Auditor's Office to provide appropriate documentation to verify the information within the Comprehensive Annual Financial Report.
- Assists with forecasting the City's major revenue sources and expenditures
- Assists in the preparation and completion of the biennial budget, budget amendments, and Capital Improvement Plan
- Responsible for capital and small and attractive assets management and reporting
- Audits cash management activities, subsidiary journals, external financial systems
- Maintains the City's investment program including recommending new investments
- Ensures compliance with Generally Accepted Accounting Principles
- Assists the Finance Director with maintaining the City's investment program including recommending new investments

- Administers the City's purchasing card program for credit card purchases
- Reconciles monthly financial reports to budget worksheets
- Assists with development of internal controls and city policies
- Backup - Audit Accounts Payable and Payroll

## **CANDIDATE QUALIFICATIONS**

### **Knowledge of and familiarity with:**

- Knowledge of accounting concepts and generally accepted accounting principles, as issued by the State Auditor's Office, Governmental Accounting Standards Board, etc.
- Knowledge of finance related state laws and regulations (RCWs and WACs).
- Knowledge of relevant IRS regulations, WA state rules/regulations for Dept. of Labor & Industries (wage & hour etc.), Department of Retirement Systems, etc...

### **Ability to:**

- High-level analytical skills are required to analyze variances, trends, exceptions and make recommendations as necessary for adjustments, corrections, etc.
- Work effectively with Directors, Managers and staff in every department of the City.
- Provide superior customer service, analyze the needs of the department, and take or recommend the proper course of action.
- Work under pressure and with interruptions on multiple tasks with a variety of deadlines
- Operate 10 key calculators, copiers, fax machines, and multi-line phone systems
- Organize and maintain records and filing systems
- Communicate effectively with the public and other employees, using tact, discretion and courtesy
- Understand and execute written and oral instructions and apply guidelines to widely varied situations while meeting time-sensitive deadlines
- Work on City issues confidentially and with discretion

### **Education and Experience:**

- Bachelor's degree in Accounting or equivalent area and 3 yrs. experience in general ledger accounting or financial reporting preferably for a local government entity

### **Special requirements:**

- Valid Washington Driver's License or the ability to obtain one by start of employment
- Must be able to pass a criminal history background check
- Must be insurable by the City's insurance carrier
- All staff positions at the City are required to be available to report to work during off hours in case of emergency and perform duties as assigned

**Physical requirements:**

- Walking, standing, and lifting records, boxes, and objects up to 40 pounds; fine motor skills; auditory, verbal, and visual ability

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 these essential functions