



Finance Analyst

SUMMARY

Under limited supervision, plans, organizes, coordinates, and leads staff engaged in various financial activities of the Town; performs related duties, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Director of Finance. Will likely exercise general and direct supervision over accounting, professional, and technical staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plan, organize, coordinate and direct staff in the daily operations of various finance activities including, but not limited to, accounts payable, payroll, utility billing, cash receipts, and customer service.
- Review and approve work of staff.
- Develop and implement policies and procedures.
- Perform financial system functions including entering user-defined codes and settings, inputting and posting transactions, importing third-party system files, initiating and verifying system processes, researching data and processing reports.
- Initiate support cases and work with system support representatives to resolve financial system issues.
- Reconcile general ledger accounts and subsidiary ledgers.
- Prepare and enter journal entries.
- Review and approve financial transactions and journal entries.
- Track, reconcile, and submit payment of various taxes and fees, and process reports, files and returns due to state and federal government agencies.
- Resolve banking issues related to assigned finance functions.
- Prepare year-end entries, reconciliations, and reports; work with external auditors.
- Retrieve and prepare documents for response to public records requests.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from external entities or within the Town.
- Provide staff with tactical and strategic direction.
- Set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or discipline employees.
- Participate in external audits and assist in the preparation of the Comprehensive Annual Financial Report by gathering information, providing financial reports, preparing detailed

reconciliations, updating related notes and responding to questions from auditors, including analytical review and internal control review.

- Oversee bond disclosure requirements and annual reports.
- Oversee and review the assessments, accounting, and monitoring of the Community Facility Districts
- (CFDs), including annual tax levies and budgets and bond disclosures.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a non-supervisory position in the Finance Department; but maybe needed to supervise in the absence of the Finance Director at times. The incumbent organizes and oversees day-to-day financial processing, reporting, and record keeping activities and is responsible for providing professional-level support to the Director of Finance in a variety of areas. Assists in short- and long-range planning, development, and administration. Responsibilities include oversight of payroll, accounts payable, accounts receivable, general ledger, and fixed assets. The incumbent performs a variety of customer service, analysis of accounts and revenue, record keeping, reconciliation, and financial report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

High school diploma OR GED equivalent; Bachelor's degree from an accredited college or university with major course work in Accounting, Finance or a closely related field AND five (5) years government accounting experience, INCLUDING three (3) years of controlling and decision-making experience OR an equivalent combination of education, training, and experience. Master's degree or possession of an active Certified Public Accountant (CPA) license is desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Town policies, procedures, and Municipal Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting and budgeting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Ability to:

- Organizing, implementing, and directing professional accounting and financial analysis activities.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.

- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying Town, state, and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, and the general public.
- Applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds.

Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*