Job Description

Job Title:	Financial Analyst	Classification:	Classified
Department:	Finance	Grade:	320
Occupational Group:	Financial	FLSA:	Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; gathers and analyzes budgetary information and serves as the liaison to the departments in costing their services, preparing performance measurement standards, preparing budget requests, and assisting with the overall budget preparation. Analyzes current City financial operations using various methods. Gathers and interprets data for trend analysis reporting using various methods including benchmarking. Assists with auditing of receipts, internal controls, special projects, and policy compliance.

Essential Job Functions

Management reserves the rights 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. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists the Finance Director with the annual budgeting process including preparing/distributing budgeting materials to departments; assists departments in the development of budget requests and the evaluation of those budget requests; prepares the final budget document.
2. Gathers and analyzes budgetary information; acts as a liaison to departments in costing their services, preparing performance measurement standards, and preparing budget requests.
3. Assists in preparation of Comprehensive Annual Financial Report (Annual Audit); prepares related analysis of the annual financial information presented.
4. Prepares trend and forecasting reports based on accumulated data, including sales tax data. Assists the Director with the preparation of annual trend reports.
5. Prepares monthly work paper analysis of general ledger account balances as assigned by the Finance Director.
6. Prepares general ledger entries related to bond accounting. Determines compliance with bond covenants and documents evidence of compliance.
7. Assists the Director and departmental personnel with preparation and implementation of performance measure standards and benchmarking comparisons. Gathers and interprets data for trend analysis reporting using various methods such as benchmarking.
8. Assists the Director with preparation and analysis of interim financial statements. Calculates overhead charges and fund subsidy transfers.
9. Maintains and records all TIF-related, TDD-related, CID-related and Chapter 100 accounting information. Monitors and ensures applicable compliance for these economic financing tools.
10. Performs internal audits of various kinds; audits business license revenue, gross receipts taxes, property tax receipts, franchise taxes and transient guest taxes; audits city-related travel expenses.
11. Performs special financial projects.
12. Contributes effectively to the Finance Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Completes all financial surveys.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Generally accepted accounting principles as applied to governmental accounting; State and Federal laws, rules, and regulations regulating municipal finances; City of Joplin policies, procedures, and regulations regarding fiscal functions; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with Department heads, City Council members, other top management staff, and subordinate staff; written and verbal communication; applying generally accepted accounting principles in a governmental finance setting; preparing a variety of financial records/reports necessary to document the receipt, allocation, and disbursement of funds in a municipal government setting; interpreting complex statutes, procedures, rules, regulations, and guidelines; planning, organizing, coordinating, and reviewing the work of departmental staff; utilizing a variety of computer software applications for the purpose of report writing, publications, data analysis, and communications; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Accounting is required.

Experience: Two years of experience in financial analysis, cost accounting, or governmental accounting is required.

Licenses and Certifications: Possess and maintain a valid state issued driver’s license. Certified Public Accountant (CPA) or related certifications are preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

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 members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	