



# JOB ANNOUNCEMENT



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## FINANCIAL ANALYST FINANCIAL SERVICES

<b>Posting Date:</b>	December 21, 2016	<b>Job Code:</b>	134-1510
<b>Closing Date:</b>	Open Until Filled	<b>Grade:</b>	1024 - Exempt
<b>Pay Range:</b>	Hourly: \$19.08 - \$30.54 Annual: \$39,686 - \$63,523	<b>Work Status:</b>	Full Time

### JOB SUMMARY

Assists in the direction and development of various financial functions including grants, contracts, investments, budgeting, accounting, and internal auditing to ensure compliance and functionality of programs.

### MAJOR JOB RESPONSIBILITIES

**Incumbents may not perform all duties.**

#### ***As Related to Grants:***

Develops and implements written policies and procedures for City-wide grant application for funding and for grant monitoring.

Monitors grant programs for local government compliance and other regulations specific to each program.

Reviews grant revenues and expenditures on a periodic basis for reasonableness and compliance with grant regulations.

Assists departments with application for additional grant funding.

Supervises the administration for grant projects, including filing of timely reports.

Responsible for the collection of data and preparation of schedules required by external auditors in connection with the annual single audit and answers questions regarding compliance. Explains or resolves any differences that are found by auditors during their testing of selected grants.

#### ***As Related to Contracts:***

Drafts appropriate language for contract development.

Develops check list for contract review.

Reviews contracts from a purchasing perspective to prepare for City Manager approval.

***As Related to Internal Auditing:***

Reviews and establishes internal controls. Determines need for and conducts internal audits to test compliance with established internal controls.

Trains other departments in proper accounting procedures and internal controls.

Determines need for and coordinates/conducts revenue enhancement audits.

***As Related to Cash and Investments:***

Reconciles central bank account and various other bank statements in a timely manner.

Serves as central liason with the City's financial institutions; stays abreast of technology and other tools that offer improved efficiencies in cash management; manages software and other tools provided to monitor cash and bank account activity.

Supervises the investment of excess monies to insure optimum earnings.

Supervises the maintenance of investment reports.

Maintains City's Investment Policy.

***As Related to Budget/Accounting:***

Assists in preparing and revising operating, capital, and performance budgets.

Assists in developing revenue and expenditure estimates.

Reviews and analyzes general ledger and budgetary information.

Conducts ad hoc and historical trend analysis.

Assists with preparation of audit workpapers for external auditors.

***As Related to Debt:***

Monitors debt to include: maintaining files, assuring timely payments are made, assisting with new debt arrangements, assuring compliance with continuing disclosure requirements, and providing oversight for sinking funds.

***As Related to Capital Projects:***

Oversees the tracking and reporting of city capital projects: establishes project budgets; verifies appropriate and accurate recording of project expenditures; reviews and analyzes general ledger activity; prepares and

distributes project status reports and other related reports; prepares and reconciles capital projects for closure.

***Other Related Duties***

Assists department managers and director with special projects as assigned.

Makes oral presentations to the City Council and other groups as requested.

Prepares departmental Request for Proposals (RFP's) and Request for Quotes (RFQ's).

**MINIMUM QUALIFICATIONS REQUIRED**

**Education and Experience:**

Bachelor's degree in accounting, finance, business administration or a related field from an accredited college or university.

Three years of progressively responsible experience in public finance administration including specific experience in accounting.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

**Licenses and Certifications:**

Valid Class C Driver's License and satisfactory Motor Vehicle Record.

**Knowledge, Skills, and Abilities:**

Knowledge of the modern principles and practices of public finance administration with particular emphasis on generally accepted accounting principles and standards that apply to governmental accounting and reporting.

Knowledge of the technical aspects of fund accounting.

Knowledge of the theory and practice of higher level accounting.

Knowledge of local government budgetary policies and procedures.

Knowledge of practices and procedures established by the Government Finance Officer's Association (GFOA), Government Accounting Standards Board (GASB) and other appointed boards and professional standards organizations. Ability to interpret which guidelines apply to given situations.

Knowledge of Federal and State regulations that govern grant administration.

Knowledge of Local Government Compliance and Cost Principals concepts.

Knowledge of charter provisions, ordinances, and State laws governing the financial administration of City government.

Knowledge of the functions, organization, staffing, and operating procedures of various departments.

Skill in reading contracts to comprehend and gauge impact of contract provisions on City government.

Skill in organizational techniques.

Skill in preparing, analyzing and interpreting a variety of financial documents and reports.

Skill in complex mathematical computations.

Skill in the use of a personal computer and associated software – Microsoft Office® Professional Suite preferred.

Skill in the touch operation of a 10-key calculator.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, other City officials, and the public.

Ability to handle multiple priorities effectively and efficiently.

*This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.*

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

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*Due to Georgia State Law, all applications are subject to public disclosure.*

*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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