

# FINANCIAL ANALYST

---

Position Code: 2732

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 354

Location: Finance

Approval Date: 2019

## General Statement of Duties

The employee in this class evaluates, reviews, and audits financial transactions ensuring compliance with local ordinances and state statutes. Work and work products support the development of the Comprehensive Annual Financial Report (CAFR).

## Distinguishing Features of the Class

An employee in this class performs financial work to analyze and review transactions for adherence to procedure and accuracy. Complex work includes reconciliation and specifically applying an understanding of procedures, laws, statutes, GAAP, and other pertinent regulations. Work often requires understanding how best to correct discrepancies and the impact on the Town's financial status. Applies knowledge to a major portion of the Town's administration and management of the capital resources through the proper maintenance of accounts and reconciliation to the General Ledger. Decisions impact daily operations and involve implementation of established procedures and policies through the maintenance of capitalized assets. This function requires the understanding of the interface between financial accounting and municipal budgeting. Decision making includes the exercise of discretion and judgment. Mistakes can lead to financial penalties, reduced funding options, and potentially impact the bond rating of the Town. Work is performed under the general supervision of the Accounting Manager.

## Duties and Responsibilities

Reconciles bank statement by tracing transactions appearing in the cash account on the general ledger back to the statement.

Reconciles a variety transaction recording systems, online payments, accounts, and invoices including cash point of sale systems, web payments, service accounts, insurance, internal service funds, and benefit accounts. Accounts are reconciled to verify compliance with processing procedures and controlling authorities.

Reconciles occupancy tax receipts.

Analyzes bank fees, monthly phone and data usage to purchased plan allocation, payroll data, and capital assets.

Records asset disposal and related financial disposition.

Produces reports summarizing revenue and expenses.

Sorts, analyzes and processes property tax reports from Iredell County.

Downloads, formats and imports purchase card records into the financial software.

Reviews a variety of billing generated by the Town to ensure appropriate processing and timely payments received.

Processes quarterly deferred revenue, write-offs, School Resource Officer billing, and internet surplus sales transactions. Processes annual debt payment notifications, updates debt schedules for the CAFR, and processes an annual salary budget worksheet.

Compiles a variety of reports including fire service billing, Powell Bill, TR-2, Annual Financial Information Report, and submission of the CAFR for Certificate of Achievement for Excellence in Financial Reporting.

Conduct physical inventory counts.

Performs related tasks as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and other Town employees.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Graduation from an accredited four year college or university with an earned degree in accounting or business, and experience in public finance administration; or an equivalent combination of education and experience.