

EXHIBIT “A”

CITY OF CAMAS

Union Status: Represented

September 2018

FINANCIAL ANALYST

JOB OBJECTIVES

Under supervision of the Accounting Manager, to analyze, develop and modify automated accounting, utility billing, budget and finance systems; generate and maintain utility database; design, develop and maintain reports; download data and develop macros and complex spreadsheets; evaluate system performance and recommend improvements; assist staff in utilizing systems and solving problems; and perform accounting and financial analysis tasks as required.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Provides systems and analytical support to management to provide accurate and timely reporting of financial information.

Supports management information and reporting requirements via the maintenance of current reports, design of new reports and writing ad-hoc reports as required.

Create data visualizations to effectively convey findings.

Filter and ‘clean’ data by reviewing computer reports, printouts and performance indicators to locate and correct code or data problems.

Designs and develops a variety of queries, macros and complex spreadsheets from downloaded data.

Process and bill commercial, industrial and residential accounts for all utility services; generate and mail delinquent notices as necessary; compile service turn off lists for delinquent accounts.

Coordinates with IT staff and City vendors in developing and enhancing applications to improve functionality of data.

Prepares proposals, plans and feasibility studies on new work processes, procedures and financial systems.

Works with vendors, consultants and IT staff to identify, test and troubleshoot system problems and errors; implements and tests remedies.

Performs professional accounting work in the maintenance, control, analysis and development of financial records and systems or budget and financial work in the preparation of budgets or financial management of capital programs as required.

Coordinate with employees, vendors and other departments concerning assigned function; answer questions and provide information and assistance.

Maintain a variety of databases; input information and verify for accuracy; run reports as needed.

Perform other related duties of a comparable level/type as assigned.

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AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting including general ledger, debit, credit and journal entry procedures.

Generally Accepted Accounting Principles

Utility billing practices

Research methodology, principles and procedures

Advanced mathematical principles.

Design, development, and administration of complex databases based on the understanding of the underlying data requirements.

Principles and practices of financial record keeping and reporting.

Design and production of comprehensive data queries and reports.

Operational characteristics of the State’s automated accounting system (BARS).

Ability to:

Communicate effectively, both orally and in writing.

Adept at queries, report writing and presenting skills

Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information with attention to detail and accuracy.

Review and interpret financial transactions, formulas and complete detailed accounting transactions.

Gather and analyze statistical and accounting data and generate reports.

Design and implement systems necessary to collect, maintain, and analyze data.

Prepare a variety of technical financial and accounting reports.

Skill in use of personal computers and related software applications.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor’s Degree in Accounting, Finance, Computer Science, Business Administration or a closely related field.

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Experience:

Three years of professional experience in accounting/finance including two years analyzing automated financial systems and report development.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 job functions.

Environment: Office environment; exposure to computer screens.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard.

Vision: Visual acuity to read numerical figures.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.