
ORGANIZATION: City of Newport
DEPARTMENT: Finance

LOCATION: Newport, Oregon
DATE: August 2011

Non-Exempt

JOB TITLE: Financial Analyst II

Finance Department

PURPOSE OF POSITION:

Performs a variety of accounting duties, including but not limited to, general journal entries, monthly payroll, weekly accounts payable, and accounts receivable, Maintain cash receipts journal, balancing cash receipts, and preparing funds for deposit. May perform utility billing including generating customer billings and maintaining the utility services customer database. Will also function as a "backup" for the Municipal Court Clerk and for "front office" operations involving daily cash receipts.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Prepare payroll-related documents, including entering data and maintaining accurate payroll records. Review submitted timesheets for accuracy and appropriate approvals. Clarify discrepancies. Produce payroll payments. Maintain related files. Respond to employee questions and concerns regarding payroll.

Process voluntary and mandatory payroll deductions; update reports, balance to payroll journal and general ledger, calculate and complete forms for payment of insurances, retirement, deferred compensation, and other employee benefits.

Prepare necessary payroll-related reports as scheduled.

Perform accounts payable duties including, but not limited to, examination of data to ensure appropriate approvals, verify mathematical accuracy, and adequacy of appropriations. Post to automated ledger. Produce payments.

Perform accounts receivable duties including calculations of amounts due, preparation of billings and receipts, maintenance of cash receipts journal, balancing cash receipts, and preparing funds for deposit.

Prepare/generate utility billings; review and correct billings for accuracy and conduct necessary research to resolve problems on accounts as needed. Enter new water and sewer customers into the computerized database; compile and maintain water/sewer account database, including handling the application and payment of new water/sewer services for new development.

Correspond and work with Public Works department for "water ons" and "water offs," new services, and correction of problems that may arise with water and sewer accounts.

Produce monthly or other periodic reports related to revenues and/or expenditures as requested by management and other stakeholders.

Maintain fixed asset ledger and assist with physical inventories when necessary.

Assist other Finance Department personnel as workload and staffing levels dictate.

Perform special projects as assigned by the Finance Director or the Assistant Finance Director.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Associate's degree in accounting AND two years of experience in a public entity, preferably a City. Because of the Finance Department's transition to a new financial accounting system, and because the department is short staffed, and will remain that way, this position is seen as one that could

lead the incumbent to positions of greater responsibility (Assistant Finance Director or Finance Director) in the next few years.
KNOWLEDGE: Knowledge of accounting procedures and practices, governmental accounting, payroll policies and procedures.

SKILLS: Skill in the use of computers, various related software programs, and standard office equipment.

ABILITIES: Able to establish and maintain an effective working relationship with City management, other employees, Council members, other entities, and the general public. Able to maintain efficient and effective financial systems and procedures. Able to communicate effectively, both orally and in writing, with individuals and groups. Physically able to perform the essential job functions.

DESIRABLE QUALIFICATIONS:

Associate’s Degree in accounting; Bachelor’s degree in accounting a definite plus; three to five years of experience in an intense municipal finance department is also advantageous.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required for more than 50% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where the work period occurs under usual office working conditions.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Assistant Finance Director.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: August 2011
Approved by: _____
City Manager