

FINANCIAL ANALYST II

The City of Newport is hiring a full-time Financial Analyst II. Salary range is from \$2,731-\$3,594/month plus exceptional benefits.

Performs a variety of duties including, but not limited to:

- Monthly payroll of about \$500,000
- Accounts Payable, with over 5,000 vendors and \$20 million annually
- Accounts Receivable
- Journal Entries, including cash receipts averaging \$60,000 daily
- Bank Reconciliations

Requires excellent interpersonal and customer service skills, and the ability to:

- Perform multiple tasks
- Learn quickly and work with minimal supervision
- Be proficient in computerized accounting software, spreadsheets and word processing

This position will also be expected to backup the Municipal Court Clerk and to assist in utility billing and cash receipting.

The City is converting to a new financial system this year, and the chosen individual will participate in the challenging transition from our present configuration of three non-communicative software systems to a fully integrated accounting, budgetary, and financial software system. This conversion may last longer than one year.

The position requires dealing with sensitive materials in a confidential manner. Minimum qualifications include an Associate Degree in Accounting, plus five years' experience in a professional accounting environment with direct experience in an intense Payroll and Accounts Payable setting. Experience in municipal government preferred; experience in public sector finance (county, school district, city, or other mid- to large district) and/or Bachelor's Degree in Accounting is highly desirable.

Applications and complete job announcement are available from Oregon State Employment Division, or on the City of Newport website at www.NewportOregon.gov Applications must be received by September 13, 2011 at City of Newport, Finance Department, 169 SW Coast Highway, Newport, OR 97365. EOE.