



Human Resource Office
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P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • www.newbergoregon.gov

ACCEPTING APPLICATIONS FOR
FINANCIAL ANALYST

FY 2015-2016 Salary Range (151): \$24.62 per hour – 20 hours per week
Non-Represented, Non-Exempt Position
Not eligible for benefit package until expanded to full time position

RECRUITMENT OPEN UNTIL FILLED

THE POSITION:

Performs technical analysis relating to the general ledger, financial statements and the annual budget. Exercises a significant degree of independent decision-making. Works under the guidance of the Finance Director and exercises supervisory duties in the absence of the Finance Director and Assistant Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares and posts all fiscal year-end journal entries.

Prepares audit work papers.

Drafts the annual financial statements in accordance with the standards set forth by the Governmental Finance Officers Association and all relevant accounting pronouncements.

Responsible for recording and tracking fixed assets for capitalization annually.

Supervises preparation of monthly bank reconciliations.

Maintains the lien billing/tracking software.

Assists with finance software issues.

Assists with special projects as assigned by the Finance Director.

PERIPHERAL DUTIES

Provides limited supervision to department staff.

May serve on a variety of employee committees.

DESIRED QUALIFICATIONS:

Education and Experience:

- 4 year bachelor's degree in business/accounting
- Two years prior work experience in governmental accounting/auditing
- Supervisory or lead worker experience

Any equivalent combination of education and experience that will allow the employee to perform the essential job functions

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board Statements (GASB) and standard auditing procedures
- Advanced spreadsheet skills
- Ability to maintain effective working relations with employees, other departments, officials and the public
- Ability to maintain accurate records
- Ability to supervise staff on an occasional basis during the absence of both the Finance Director and Assistant Finance Director

SELECTION GUIDELINES:

Formal City application (**résumé must be attached**), rating of education and experience; oral interview, reference check, criminal background check, ability to receive necessary security clearances, and successfully passing any City of Newberg job related tests that may be required.

Online application form is available at: <https://www.newbergoregon.gov/jobs>

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace. Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation,