

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Financial Analyst
Department: Finance
Division:
Location: City Hall

Job Code Number: 151
FLSA Status: Non-Exempt
Represented: N/A
Date: July 2015

GENERAL PURPOSE

Performs technical analysis relating to the general ledger, financial statements and the annual budget. Exercises a significant degree of independent decision-making.

SUPERVISION RECEIVED

Works under the guidance of the Finance Director.

SUPERVISION EXERCISED

Supervisory duties exercised 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Matthew R. Jock 7-16-15
Supervisor

Approval: Jacqueline M. Betz
Appointing Authority

Effective Date: November, 2004
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Revision History: July, 2015