

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Financial Analyst
FLSA Status: Exempt

Dept.: Finance
Reports to: Finance Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Performs work which involves the examination of accounting and financial information to provide advice and recommendations. Responsibilities focus on the analysis of financial information and budget preparation.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Coordinates the preparation of the biennial operating budget, the capital improvement plan and the mid-biennial budget amendment. Duties include but are not limited to developing timelines, preparing forms and procedures, preparing the labor budget, preparing preliminary and final documents, and coordinating entry of data into the City's financial system. May assist with presenting the budget.
- Assists in forecasting the City's major revenue sources and expenditures based on current and forecasted economic trends and historical trends.
- Prepares financial forecasts for use in developing short and long-term financial plans and advises others on those findings.
- Assesses fiscal impacts of alternative budget policy and administrative actions and advises staff on those findings.
- Analyze, evaluate and summarize complex and technical financial and management records for accuracy and conformance to procedures, rules and regulations.
- Maintains financial and statistical databases and prepares statistical reports.
- Assists in capital project planning.
- Prepares quarterly financial status reports.
- Prepares the six-year financial forecast.
- Prepares adjusting journal entries to general ledger to reflect accurate accounting and distribution of income and expenses to appropriate accounts.
- Assists with completion of the City's Comprehensive Annual Financial Report (CAFR) and annual financial reports.
- Assists with the development of internal controls and accounting policies and procedures.
- Assists with completion of the annual audit.
- Other duties as assigned.

Secondary Functions

- Assesses fiscal impact of development projects within the City's service and revenue areas.
- May serve as backup for preparing payroll.
- Serves on and participates in various employee committees.
- May reconcile monthly bank statements.

Job Scope

Position is subject to recurring work situations with occasional variations from the norm. It involves a high degree of complexity. Incumbent operates from established and well known procedures independently with minimal supervision.

Interpersonal Contacts

Contacts are usually made with others within the organization. Contacts contain some discussion about confidential/sensitive matters.

Specific Job Skills**Knowledge of**

- City government organization, functions, policies, and rules and regulations;
- Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), State of Washington Budgeting, Accounting and Reporting System (BARS), and applicable RCW's. Advanced knowledge required.
- Modern principles and practices of public finance administration, to include budget preparation and control and revenue projection principles.
- Proficient computer skills including but not limited to Microsoft Office products and financial operating software systems and databases.

Ability to

- Accurately interpret and apply federal, state and local policies, laws and regulations.
- Accurately analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain accurate financial records.
- Read, interpret documents, and calculate figures.
- Research system errors or omissions and coordinate corrective action.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work independently from general instructions and broad work expectations.
- Work efficiently in a fast-paced work environment subject to occasional interruptions.
- Organize and manage multiple priorities to achieve maximum efficiency and to meet deadlines.
- Demonstrate strong attention to detail.
- Maintain effective work relationships with others.
- Exercise discretion in confidential matters.
- Apply effective written and oral communication skills to explain, clarify, analyze and resolve sensitive and/or complex accounting information.
- Utilize computers, databases and related software and automated equipment to produce worksheets and reports.
- Recognize occupational hazards and utilize standard safety procedures.

Mental Activities

Position requires continuous ability to perform basic math, to write, understand, read, and speak English; frequent decision making, independent judgment and/or action, and advanced math skills; and occasional teamwork, customer service, interpersonal skills, creativity, problem analysis, and use of discretion and rare training/supervising.

Physical Activities

Position requires continuous sitting, talking, hearing, fingering, handling and repetitive motions of hands and wrists; occasional stooping and bending; and rare standing, walking, and reaching. The position also requires the ability to push, pull, lift and carry ten pounds.

Education and/or Experience

Bachelors degree in Accounting or a closely related field AND two years of professional accounting experience with an emphasis on financial analysis or a combination of experience and training that provides the candidate with the knowledge and skills to perform the job. Municipal accounting or budgeting experience preferred.

Special Requirement

Successful completion of pre-employment background check, including a credit check.

Job Conditions

Work is performed primarily in an office setting. Noise level is moderate.

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