



CITY OF AVON PARK JOB DESCRIPTION

JOB TITLE:

FINANCIAL ANALYST

EXEMPT:	NO	DIVISION:	FINANCE
SALARY:	\$42,000-52,000 DOQ/DOE	DEPARTMENT:	FINANCE
SHIFT:	Days	COST CENTER:	01 201 513
LOCATION:	CITY HALL	POSITION:	FINANCE ANALYST
REPORTS TO:	FINANCE DIRECTOR		
PREPARED BY:	Human Resources	DATE:	2020.08
APPROVED BY:	City Manager	DATE:	2020.08

NATURE OF WORK:

The Financial Analyst conducts financial research and analysis and coordinates activities relating to the City's budget process. The successful candidate demonstrates strong analysis and problem-solving skills, proficiency with current computer applications used in quantitative analysis, initiative and innovativeness in working around obstacles, dedication to customer service, committed to teamwork, and attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties may include, but are not limited to, the following:

- Assist with the coordination and implementation of departmental and City-wide budgets
- Administer and monitor approved budget allocations, revenues, and expenditures
- prepare periodic reports, and recommend budget adjustments as necessary
- Review and analyze departmental budget requests and make recommendations for approval or modification
- Coordinate preparation of the City's Annual Operations & Maintenance and Capital Improvement Program budget documents
- Perform financial analysis and research, prepare reports and make recommendations based on findings
- Prepare staff reports and resolutions for presentation to City Council
- Analyze and project the City's cash flow needs and determine a strategy to maintain sufficient bank funds to assure City payment of expenditures while maximizing interest earnings
- Coordinate and oversee the City's daily banking activities, including the receipt and recording of payments, and the allocation of charges throughout the City
- Identify discrepancies, reconcile and prepare adjustments on financial reports and documents
- Make regular debt service payments by wiring funds to financial institutions and record the payments into the City's financial system
- Assist in the development, implementation, and monitoring of internal control processes and procedures
- Other duties as assigned by the Finance Director

QUALIFICATIONS AND REQUIREMENTS:

- For Bachelor's Degree only candidates, no municipal experience
 - Capacity to gain knowledge of:
 - Principles, practices, and methods of financial analysis
 - public sector budgeting and accounting
 - principles and practices of sound investment management
 - Applicable local, state, and federal laws, rules, and regulations pertaining to the investment operations of a municipal government

OTHER KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to analyze, interpret and quickly act upon data related to the City's finances
- Ability to evaluate complex financial and operational management issues and develop solutions
- Ability to prepare clear and comprehensive fiscal, financial, and budget analyses and reports
- Ability to understand, interpret and apply rules and regulations related to investment operations
- Ability to establish and maintain effective working relationships with brokers, financial institution personnel, City employees, and the public
- Ability to give clear and concise oral presentations, communicate effectively both orally and in writing

EDUCATION and EXPERIENCE:

- Bachelor's Degree from a regionally accredited college or university with major course work in accounting or finance preferred
- **Associates Degree with course work in accounting or finance accepted only if the applicant has a minimum of five (5) years of municipal accounting experience can substitute for a Bachelor's Degree.**
- Experience providing support to perform complex budgeting and financial analysis, developing audit lead schedules, and other analytical duties

PHYSICAL DEMANDS:

- The Financial Analyst works primarily in an indoor office environment and travels outside of the office to attend meetings
- Works at a desk for extended periods of time, with the ability to move about at will
- When preparing reports, the financial analyst makes repetitive arm/hand movements to enter data and information into a computer using a keyboard; the incumbent makes similar movements when making computations using a calculator

The City of Avon Park is an Equal Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, ethnicity, disability, genetic information, marital status, or status as a protected veteran.

Preference will be given to preference-eligible veterans in accordance with applicable law.