

South Jordan City

Job Description

Title:	Senior Financial Analyst	Effective Date:	1/1/17
Org:	100120	FLSA:	Exempt
Pay Grade:	17	Workers Comp:	Clerical

GENERAL PURPOSE

Provide complex budgetary and financial analysis services to city departments. Perform a variety of accounting, billing audits and analytical functions to maintain the integrity and accuracy of the City's budgeting and financial accounting systems.

SUPERVISOR

Chief Financial Officer/Budget Officer

POSITION(S) SUPERVISED

Billing Supervisor

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist departments on matters related to budget and finance.

Perform statistical and trend analysis as directed

Update various financial plans and models as directed.

Track current financial progress against forecasts and report variances to the Chief Financial Officer. Assist the Chief Financial Officer as needed with the preparation of the City's annual budget.

Perform cost benefit analysis on services provided by the City as needed.

As directed, perform various accounting, analytical, and financial reporting duties. These duties include but are not limited to posting journal entries, reconciling general ledger accounts, and strategic financial planning.

Oversee the City's Billing Division and provide support, troubleshooting, and escalated call support to the Billing Supervisor and staff.

Perform periodic audits to ensure the Utility Billing function is meeting established performance and accuracy standards.

Provide support services to various City departments for the City's ERP revenue modules and cashiering program.

Act as a liaison between the City and the City's ERP vendor for utility billing/cashiering system issues.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Master's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field;
AND
- B. Two (2) years' experience in accounting or budgeting; municipal government experience
OR
- A. Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field;
AND
- B. Three (3) years' experience in accounting or budgeting; municipal government experience

2. Special Qualifications:

Certified Government Financial Manager (CGFM) Certification preferred

Knowledge, Skills and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

3. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt-5000	EEO-4 Class:	Professional
Location:	Finance	EEOP Class:	Professional
Group/BU:	General Pay Plan	Tech-Net Match:	745 & 145