The City Beautiful

City of Coral Gables
Job Description

Job Title: Financial Analyst
Department: Finance
Classification: 0329
Paygrade: 23E
FLSA: Exempt

Prepared Date: 08/2014
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Summary

This position performs advanced professional, financial and accounting work. Provides accurate, reliable and pertinent financial information concerning the City's operations to City management and others as directed. Assists with the City's internal and external financial and compliance audits and reporting requirements. This position works closely with, and under the supervision of, the Accountant III and/or the Assistant Finance Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Monitors, maintains and reconciles a variety of accounts and portfolios on a daily, monthly, quarterly and annual basis. Prepares regular, adjusting, and closing entries.

Analyzes, reconciles, and prepares general monthly and quarterly journal entries, and supporting schedules.

Assists in the analysis and preparation of the quarterly financial report and other internal reports as assigned.

Assists in the annual year-end audit process including, but not limited to, summarization of certain financial information, preparation of audit confirmation requests, prepared by client (PBC) schedules and other requested documents and audit selections.

Analyzes and records monthly remittances from federal, state and local entities including, but not limited to, franchise fees and utility taxes, the local communication tax, local option tax, half-cent sales tax, revenue sharing, 911 wireless and non-wireless fees, parking and traffic fines, and sewer and stormwater billed revenues.

Analyzes, reconciles and records the remittances from Miami-Dade County for real estate property and personal property tax; and municipal surtax.

Analyzes, reconciles, and records the regular interim and monthly insurance payments and lease payments.

Provides technical accounting support to collection clerks on non-routine revenue receipts and other related matters.

Provides assistance in the areas of payroll and account payable including, but not limited to, preparing analysis, research, special projects and other related matters.

Assists in a variety of special projects, research, and studies as directed.

Performs other related job duties as required.

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of municipal accounting and auditing. Knowledge of modern office practices, procedures and equipment. Ability to analyze and interpret accounting data. Ability to express ideas thoroughly and concisely, orally and in writing. Ability to establish and maintain working relationships with others in a manner conducive to full performance and high morale. The ability to exercise independent judgment and initiative when required.

Current knowledge of industry GAAP, regulatory and legislative developments affecting accounting and financial reporting functions and the ability to apply said knowledge to areas of responsibility.

Ability to understand and follow City, State, and Federal policies, procedures and regulatory requirements applicable to areas of responsibility.

Ability to perform routine mathematical computations and tabulations accurately and efficiently.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment including computer terminals, printers, copy machines, telephone systems, and facsimile machines.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Proficiency in the use of a variety of computer programs such as Excel and Word. Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of a computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Qualifications

A bachelor's degree in Accounting, Finance, Business Management, or related field.

Three (3) years professional experience in accounting, audit procedures and/or financial management, preferably in the public sector is required.

Knowledge of EDEN Systems and governmental accounting modules preferred.

Any appropriate combination of relevant education and/or experience will be considered.

Valid Florida Driver's License.