

CITY OF PARKVILLE JOB DESCRIPTION
Financial Analyst

Title: Financial Analyst

Department: Administration

Supervisor: Finance/Human Resources Director **FLSA Status:** Full-time, Non-Exempt

Pay Grade: \$45,000-\$64,400

Schedule: 8:00 a.m. – 5:00 p.m., Monday - Friday,
with additional hours as needed, especially during
peak work periods (i.e. annual audit, budget)

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General statement of main duties: Under the supervision of the Finance/Human Resources Director, the Financial Analyst shall assist with delivering financial services to the city including accounting, budgeting, revenue forecasting, debt management, and financial reporting and analysis. The Financial Analyst prepares budget projections for revenues and all debt issues as part of the budget process, and also calculates and proposes the tax levy for the following year. The Financial Analyst has primary responsibilities for bank accounts, city investments, and debt management. The Financial Analyst produces appropriate distributions for sales tax, tax increment financing (TIF), and property tax revenue. The Financial Analyst produces financial and other reports as required. The Financial Analyst prepares and submits Federal tax deposits and State and Federal quarterly reports, and reconciles them with year end W-2 and W-3 filings.

Minimum Qualifications: The Financial Analyst shall be a graduate of an accredited university or college, having a degree in finance, accounting, mathematics or a similar field, or comparable employment experience. A minimum of two years experience in municipal accounting or public finance is preferred, including experience working with an accounting software package.

Essential Job Functions:

1. Keep and maintain original bank statements. (monthly)
2. Verify and approve all bond and bond fee payments. (as needed)
3. Perform the financial operations of the City using an established central accounting system with commonly accepted governmental accounting principles. (daily)
4. Calculate and initiate all Federal Tax deposits, and maintain year-to-date accuracy of those deposits. (semi-weekly)
5. Prepare and submit Federal 941 and State Wage quarterly reports. (quarterly)
6. Calculate distributions of various taxes collected by state and county authorities for distribution into correct revenue categories for the City. This applies specifically to sales and TIF taxes and property taxes. (monthly)
7. Update the accounting system as needed. (monthly)

8. Prepare reports regarding sales tax and TIF receipts, the semi-annual financial report and the annual TIF report to the State. Assists in the preparation of the monthly financial report. (monthly)
9. Assist in the budget process by preparing revenue projections for the coming year. Also prepares the budgets for each of the City debt issues, and calculates any related tax levies. (annually)
10. Calculate and prepares tax property tax levy proposals based on the assessed valuation and the State Auditor's pro-forma calculations under state law. (annually)
11. Calculate and distributes sales tax and TIF revenues to appropriate City funds. Tracks sales tax receipts and assist with compliance enforcement of sales tax remissions to State. (as needed)
12. Assist with audit process by supplying auditor with information as requested. (as needed)
13. Oversee the City restricted funds, including the TIF, debt service, and Fewson Project Funds. (as needed)
14. Manage the city's investments in accordance with any applicable statutory or locally adopted investment policies. (as needed)
15. Research for special projects. (as needed)
16. Analyze and attempts to find solutions for problems and errors that arise in the accounting system. (as needed)
17. Track and properly assign all special assessments and reports the same in a timely manner to the county collector in accordance with adopted agreements. (annually, or as needed as property is subdivided)
18. Prepare and enter journal entries (as needed). Track revenue and compare current revenue with previous years so that revenue trends can be recognized, and revenue projections made. (as needed)
19. Prepare the semi-annual financial report, suitable for publication. (bi-annually)
20. Assist with set up and maintenance of bonds and debt instruments. (as needed)
21. Perform miscellaneous duties as needed or assigned by the City Administrator or Finance/Human Resources Director. (as needed)

Primary Responsibilities:

A. Money Handling:

1. Arrange for all City funds to be held in City bank accounts so as to be available to cover expenditures of the City.
2. Project cash flow needs so that time deposits will be available when needed.
3. Verify each month that all savings account balances agree with accounting system balances. Locate and correct errors when they occur.
4. Assign interest earnings to appropriate accounts and funds. Pro-rate interest earnings between funds, when required.
5. Maintain pledged securities at banks with balances exceeding Federal Deposit Insurance Corporation (FDIC) insurance.
6. Keep bank statement originals and verify bank account balances and activity.
7. The Financial Analyst does NOT normally physically handle cash or checks.

B. Payroll:

1. Prepare and execute the electronic payroll tax payments twice each month.

2. Prepare and submit quarterly IRS reports and Missouri wage reports.
3. Reconcile quarterly reports to the year-end W-3 reports.

C. Budgeting:

1. Prepares revenue projections for the following year for the purpose of budgeting the revenue for the coming year.
2. Provides and calculates all amounts needed to set the annual budgets for each of the debt issues to which the City is subject.

Required Knowledge, Skills and Abilities:

- Principals and practices of municipal finance, fund accounting, and their application using a sophisticated governmental accounting software package.
- Knowledge of accounting practices and financial policies.
- Knowledge of financial and investment management practices appropriate for municipalities
- Good math skills as may be related to accounting practices.
- Strong analytical and problem-solving skills relating to mathematical and accounting problems.
- Knowledge of research methods, techniques, and report preparation and presentation.
- Ability to prepare complex financial reports in a timely and accurate manner.
- Ability to maintain complex records and extensive data sets, and prepare related reports.
- Budget preparation and presentation skills.
- Ability to perform assigned duties within broad parameters defined by general organizational policies and accepted practices with limited direct oversight. End results determine effectiveness of job performance.
- Position has significant fiscal oversight and responsibility.
- Ability to prepare effective written documentation and reports.
- Ability to research and comprehend legal issues that relate to City finances.
- Ability to multi-task and perform with evolving priorities.
- Ability to work either independently or as a team player, as needed.

Work Environment and Equipment Utilized: Standard office equipment and Microsoft Office software is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls.

Employee Signature/Date

Supervisor Signature/Date

City Administrator Signature/Date