

CITY OF HOLLY HILL

JOB DESCRIPTION

JOB TITLE: FINANCIAL BUSINESS ANALYST

DEPARTMENT: FINANCE

GENERAL DESCRIPTION:

Responsible administrative position performing highly technical accounting work for the Finance Department. The employee in this position performs complex accounting, budgeting, project costing, business planning and forecasting, feasibility studies, and audit work. Ability to interact effectively with supervisors, staff, other employees, and the public in a friendly, courteous and professional manner, displaying actions and attitudes that support and encourage the highest levels of teamwork. This position requires an individual who possesses excellent time management skills and organizational skills. This employee is under the general direction of the Finance Director, but is expected to exercise independent judgment.

ESSENTIAL JOB FUNCTIONS:

Prepares various reports, surveys, financial statements as needed.

Formulates and recommends accounting policies.

Assists in planning and conducting various financial and operational audits as needed.

Reconciles and maintains a variety of funds and accounts.

Coordinates and reviews Federal, State and Local grants; prepares grant schedules.

Assists in the performance of annual audit preparation and examination.

Prepares and posts capital and fixed asset activity to Asset Management System and maintains asset files.

Prepares business plans and feasibility reports for municipal programs/departments.

Prepares adjusting and closing entries on a monthly, quarterly, annual or as needed basis.

Monitors various financial activities.

Maintains up-to-date information and changes pertaining to Florida Statutes Chapters 175 & 185 in unison with Police and Fire union contracts.

Prepares financial presentations utilizing Microsoft PowerPoint or other programs.

Prepares flowcharts of various fiscal and operational processes utilizing Microsoft Visio or other flowcharting software applications.

Trains accounting personnel in the use of system and manual operations.

Reviews, analyzes and makes recommendations, as assigned.

Assists with the preparation of the annual operating budget and capital improvement program budgets.

Analyzes and reconciles pension plan investment activity and prepares periodic adjusting entries.

Ensures City payments to municipal pension plans are made in accordance with annual Actuarial Valuation contribution requirements.

Tracks, analyzes, and reconciles member, City and deferred comp contributions to pension plans.

Assists in analyzing anticipated revenues, expenditures and other relevant data to ensure the development of a balanced budget.

Uses standard research techniques or devises appropriate techniques to assist with the solution of management problems and with the implementation of new programs and policies.

Coordinates and prepares presentation materials and budget documents for the annual City budget.

Performs special analysis and prepares reports on a wide variety of fiscal and management activities as directed.

Provides technical assistance in establishing performance objectives and performance measures.

Reviews and facilitates processing of budget transfers and assists in the preparation of budget amendments.

Assists with the annual audit as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS:

Essential:

- Bachelor's Degree in Accounting from accredited higher education institution or equivalent work experience.
- Minimum Four (4) years experience in public or governmental accounting.
- Thorough knowledge of desktop office software, especially electronic spreadsheet functions.

Desired:

- Experience with SunGard HTE Software

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Ability to communicate both orally and in writing.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revised 2/16/17