



336 Pacific Ave • Shafter, CA 93263

Equal Employment Opportunity Employer

Now Accepting Applications for
Financial Analyst

\$2,598.00 — \$3,159.00 Bi-weekly

Deadline: February 23, 2021

Apply at www.shafter.com/jobs



Objective:

Under general supervision, performs a variety of professional-level financial analysis in support of the City's financial management operations; prepares a diverse range of financial reports; reconciles complex financial transactions; and performs related work as required.

Job Duties and Responsibilities:

- Performs tasks in support of the City's financial management operations; prepares a variety of analyses such as revenue and expenditures, variances, personnel costs, and related fiscal documents.
- Prepares and/or assists in the preparation of, a diverse range of financial reports, including expenditure/revenue budget to actual comparison, monthly fiscal reports, the City's Comprehensive Annual Financial Report (CAFR), and other periodic financial reports.
- Conducts analysis of proposals; identifies issues and opportunities; assists with the development of alternative scenarios to improve service levels and lower costs.
- Explains relevant accounting guidelines to departmental staff; participates in the review and evaluation of requests to ensure compliance with City policies, procedures, and established guidelines; responds to questions, provides information and support to departments.
- Participates in the preparation, review, evaluation, and monitoring of capital improvement program (CIP) plans and budgets; monitors and updates operating and capital budget adjustments and funding changes; reviews CIP requests for financial compliance.
- Reviews and performs financial analysis of various federal, state, and county grant financial reporting; prepares periodic and ad-hoc financial reports as assigned.

Financial Analyst

- Prepares journal entries and reconciliations for complex accounting transactions such as debt issuance and re-funding, capital assets acquisition and related transactions; reviews and approves expenditures within budget guidelines.
- Aids department management, other City staff, and the public regarding fiscal or operational issues, policies, or procedures.
- Participates in or directs and monitors assigned projects related to debt management, treasury management and investments; performs research and statistical analysis; prepares and presents reports of findings and recommends appropriate action.
- Aids in the enhancement of the City's core financial system, including implementing new modules and re-configuring existing applications.
- Compiles information and works with external parties/outside agencies on various program financial audits.
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding assigned activities.
- Prepares cost estimates for labor relations.
- Supervises staff in assigned functions.
- Performs other related work as required.

Position Requirements:

- Knowledge of principles and practices of municipal financial management including, but not limited to, budget development and administration, debt management, treasury management, investments, auditing, and general and governmental accounting.
- Knowledge of project and/or program management, analytical processes, and report preparation techniques.
- Knowledge of methods and techniques of administering sound financial management policies and procedures.
- Knowledge of organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Knowledge of research and financial reporting methods, techniques, and procedures.
- Knowledge of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Knowledge of complex record-keeping principles and procedures.
- Knowledge of principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Knowledge of techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Knowledge of correct English usage, spelling, vocabulary, grammar, and punctuation.
- Skill in operating modern office equipment and communication tools used for business functions, including computers and software programs relevant to work performed.
- Ability to perform professional duties in support of the City's financial management programs.
- Ability to assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.

Financial Analyst

- Ability to operate a computer terminal and prepare manual and computerized financial reports, maintain ledgers and journals, and analyze fiscal data and draw logical conclusions.
- Ability to analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Ability to understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Ability to organize work independently, set priorities, meet critical deadlines, and follow-up on assignments.
- Ability to perform assignments with considerable independence, accuracy, and attention to detail.
- Ability to exercise good judgement, flexibility, creativity, and tact in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Ability to learn specialized accounting software.
- Ability to work overtime hours as needed.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in accounting, business administration, economics, finance, public administration or a closely related field.
- Five (5) years of experience performing financial analysis, budgeting or accounting, government sector preferred, or any equivalent combination of education and experience which would likely provide the necessary knowledge skills and abilities.
- Proficient in Microsoft Office Suite, with advanced knowledge of Excel.
- Valid California Class C Driver license with good driving record.

Application Packet Requirements:

- City of Shafter Employment Application
- Four-year College or University Degree
- Resume

Selection Process:

1. Submit employment Application, as listed in the Application Packet Requirements
2. Oral Interview
3. Name Placed on Eligibility List
4. Conditional Offer
5. Background Investigation; includes RIMS/CLETS and reference check
6. Medical and Drug Examination
7. Formal offer
8. Begin Employment
9. 6-month Probation

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