City of Pacific Grove
Established Date: 12/18/2013

FINANCIAL ANALYST

SUMMARY: Under general supervision, performs a range of professional accounting, technical review, and general ledger functions, including cash management, account reconciliation, and financial reporting for the Administrative Services Department (ASD); performs work in compliance with state and federal regulations, City policies and procedures, and government accounting standards.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a range of accounting, technical review, and general ledger functions; reviews, approves and posts documents and computer accounting entries; performs duties within scope of authority and training; duties may vary according to job assignment.
- Reviews and reconciles cash and accounting transactions, and other financial activities; reviews accounting records, verifies fund integrity, prepares journal entries, corrects errors, and resolves accounting issues within the scope of authority.
- Monitors accounting documents for accuracy, completeness, and compliance with federal, state, and City policies and practices; interprets requests and prepares journal entries.
- Reviews and verifies cash transactions, deposits cash, reconciles bank accounts.
- Prepares documentation and transmits payroll and accounts payable check runs to bank.
- Researches accounting issues; evaluates records and files for accuracy, completeness, and compliance to ASD policies.
- Collects and evaluates financial information, and compiles data for reports; develops and prepares internal and external financial reports, and financial statements, and coordinates work with auditors as required.
- Manages special fund accounts and special projects as assigned; updates and maintains statistical information, financial reports, and related documents.
- Exercises independent judgment within ASD policy guidelines; coordinates special projects and administrative issues with City departments; explains and interprets ASD programs, policies, and activities.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Accounting, Finance, Business or Public Administration; AND five years of government accounting experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City organization, operations, policies, and procedures.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, and grant funds management.
- Business and personal computers, and financial spreadsheet software applications.

- General ledger and account reconciliation standards and procedures.

Skill in:

- Interpreting and applying accounting standards and procedures, applicable federal and state rules and regulations, and City policies and procedures.
- Monitoring and interpreting financial documents, and ensuring compliance with regulatory requirements.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative, independent judgment, tact, and prudence within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with City employees.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) designation is preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.