



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### **Financial Analyst/Accountant I/II**

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed by all employees in the class.

#### **GENERAL PURPOSE**

Under direction of the Administrative Services Director or Town Manager, and in accordance with accepted accounting principles and procedures, performs a wide variety of professional level financial analysis, administrative and technical support relative to the planning, organization and coordination of assigned activities in the Administrative Services Department. Provides high level and complex accounting and analytical assistance to Town Staff. Exercises functional direction over and provides training to less experienced staff.

#### **DISTINGUISING CHARACTERISTICS**

##### Analyst/Accountant I

This is the entry-level class in the professional accounting series. Initially, under direct supervision, incumbents exercise limited discretion and independent judgement in performing accounting and financial activities and may specialize in one or more routine departmental accounting programs. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. Successful performance of the work requires knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is alternately staffed with Financial Analyst/Accountant II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for demonstrating the ability to perform the work of the higher-level class.

##### Analyst/Accountant II

This is the journey-level in the professional accounting series. Incumbents exercise a high level of discretion and independent judgment in performing the full range of routine and complex departmental accounting and record-keeping programs. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting and fiscal management. This class is distinguished from the Financial Analyst/Accountant I in that the latter has overall responsibility for all financial and accounting functions and for developing, implementing and interpreting public policy.

#### **DUTIES AND RESPONSIBILITIES**

- Provides responsible professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs. Oversight of day to day operations such as accounts payable, accounts receivable, cashiering, utility billing and business licensing functions.
- Provides lead direction, training and work review to Accounting and Utility division, and Clerical Support Staff.
- Prepares and analyzes monthly financial statements, including distributing revenue and expenditure reports to departments. Prepares journal entries and reconciles general ledger and subsidiary accounts.

- Analyzes and reconciles expenditure and revenue accounts, including bond accounts and reconciliation of bond statements to the general ledger, and reconciliation of bank statements to the general ledger. Monitors budget allocations to determine the Town's financial status and prepares custom reports, graphs and schedules as needed.
- Operates financial software system; Identifies, develops and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, and special districts accounting.
- Conducts and prepares special studies and reports.
- Processes payroll, reconciles postings from payroll; Completes quarterly reporting and annual reconciliation of payroll information, and produces forms W2, W3, and 1099; Preparation and payments of all required monthly, quarterly and annual State and Federal Tax Reports.
- Assists with preparation of financial and statistical reports including year-end reporting, budgetary, CAFR and other legal documents, and management analysis.
- Interprets, explains and applies general and governmental accounting/auditing principles and procedures, laws and regulations affecting the financial operations of municipal government.
- Assists in the coordination of audits and assumes a lead role as needed. Records and maintains appropriate controls for fixed assets.
- Manages the Town's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Assists with investments, portfolio management, expense projections and actuarial practices.
- Assists in development of short and long term financial forecast.
- Participates in the compilation and preparation of the annual budget, including assisting departments with budget preparation, forecasting revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget.
- Attends meetings, conferences, workshops, training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Develop written recommendations; make presentations to Town Council, Boards and Commissions, higher level management, public and/or outside agencies.
- Respond to citizen requests and complaints for specialized information, as required.
- May provide backup to Human Resources department as necessary.
- May serve as the Administrative Services Director's designee as appropriate.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations. General principles and practices of data processing and its applicability to accounting and municipal operations. Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations. Basic principles and practices of supervision and training. Principles and practices of business organization and public administration. Record keeping principles and procedures. Modern office practices, methods and computer equipment. Computer applications related to work. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer services to public and Town staff, in person and over the telephone. Specific areas of required knowledge will vary based on assignment.

**Ability to:**

- Analyze financial data and draw sound conclusions and recommendations.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies or methods relating to any fiscal or financial aspect up to and including asset management depreciation cashiering.
- Analyze situations accurately and develop effective course of action.

- Understand and carry out a variety of complex instructions in a responsible and independent manner. Prepare clear, complete and concise financial statements and reports.
- Establish and maintain a variety of files and records.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:** Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

**Financial Analyst/Accountant I** – One (1) year of progressively responsible public sector accounting experience.

**Financial Analyst/Accountant II** – Two (2) to three (3) years of experience performing increasingly responsible professional administrative, analytical and/or program management duties directly related to the area of assignment, preferably in a municipal government setting.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university in accounting, political science, business or public administration, public policy, urban planning, liberal studies or other field applicable to the responsibilities and requirements of the position. Possession of a Master's degree in public or business administration is desirable. CPA is desirable.

**Other Requirements:** Willingness to travel to various locations within and outside the Town limits; and willingness to work flexible hours in order to administer programs, conduct research and make presentations.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, web-site maintenance, PowerPoint presentation software, database, and project scheduling; motor vehicle; phone; cell phone.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

The noise level in the work environment is usually quiet to moderate, but can be noisy due to existing office configuration. Because the working environment is in a public administrative setting, the incumbent works with frequent deadlines, constant interruptions and, at times, impatient and irate customers.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

This position description does not constitute an employment agreement between the Town of Yountville and any employee and is subject to change by the Town as the needs of the Town and requirements of the position change, in accordance with applicable MOU provisions.

Approval: Brad Raulston Resolution No. 24-4330  
Town Manager

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