

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>F310</b>
<b>FLSA:</b>	<b>NE</b>
<b>WC:</b>	<b>8810</b>
<b>PG:</b>	<b>509</b>
<b>EEO:</b>	<b>2</b>

**CLASSIFICATION TITLE: FINANCIAL ANALYST**

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**PURPOSE OF CLASSIFICATION**

The essential function of the classification is to perform various routine to moderately complex professional work in support of one of the various divisions within the Finance Department, including Accounting, Accounts Payable, Budget, Cash Receipting, and Financial Services. This includes assisting in the analysis and monitoring of revenues and expenditures, preparing various financial analyses, performing professional accounting duties, and preparing related reports and records. The position works under general supervision, independently developing work methods and sequences.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Analyzes and monitors operational and capital budgets for the City of Roswell; reviews and approves budget transfers; prepares journal entries to execute approved inter-fund transfers; reviews agenda items submitted by departments/divisions for approval by management staff and elected officials.

Provides assistance in analyzing and reporting on performance objectives and measures, and benchmarking for departments and divisions.

Prepares various financial analyses.

Maintains general ledger accounts with subsidiary ledgers for all departments and programs, including adjusting journal entries and reconciliation of accounts.

Compiles and interprets data required to support monthly, quarterly and annual financial reports (e.g. balance sheet, changes in net assets, and accrued interest-liability).

Reviews and analyzes financial entries to ensure correct accounting treatment, classification, and integrity of data.

Assists in the reconciliation of all bank and cash accounts, including creating and recording all necessary journal entries.

Supports the Financial Services Division in helping to maintain customer accounts and coordinate the billing process for assigned programs including property taxes and utility services.

Receives, posts, and processes financial documents for assigned accounting functions such as accounts payable or accounts receivable functions; reviews documents; verifies accuracy and calculations; ensures appropriate information such as vendor codes, account numbers, and transaction codes; and prepares documents for processing.

Posts information such as deposits, refunds, and payments; performs data entry for accounting transactions; verifies and updates batches; maintains automated files and databases; processes data to produce accounting documents; retrieves data for reports and/or records; and generates automated reports and records.

Tracks the sale and purchase of investments as well as the City's outstanding debt utilizing an automated financial database.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or a related field; supplemented by two years of experience in accounting or budgeting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Specific Knowledge, Skills, or Abilities:** Requires working knowledge of the regulations, ordinances, and standards, governing municipal finance programs; principles, practices, methods and terminology of accounting, booking and budgeting; and data entry, to include Generally Accepted Accounting Procedures (GAAP) and standards established by the Governmental Accounting Standards Board (GASB); and record keeping and filing techniques. Must be able to research, analyze, reconcile, and report accounting information involving multiple accounts, budgets, funding sources and projects; review and analyze accounting documents; and prepare accurate accounting reports and documents.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives; create and utilize complex spreadsheets, word processing, e-mail, and internet applications; utilize and maintain data in automated and computerized financial systems.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (up to 40 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*