



City of Lindsay

JOB DESCRIPTION
MANAGEMENT ANALYST

Class Title: MANAGEMENT ANALYST
Department: FINANCE
Location: CITY HALL, 251 E. HONOLULU

GENERAL PURPOSE:

Performs a variety professional accounting, administrative and technical support relative to the planning, organization and coordination of assigned activities in the Finance Division; provides responsible technical assistance to the Finance Director; and performs related work as required.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the City Finance Director

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares journal entries and reconciles general ledger and subsidiary accounts; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- 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.
- Participates in operating an automated office and computerized financial and information system; identifies, develops and implements new automated applications as needed to facilitate effectiveness and efficiency.
- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, payroll, accounts payable, billing, and customer service; conducts and prepares special studies and reports.
- Reconciles postings from payroll, accounts payable, cash receipts, and accounts receivable to the general ledger; prepares journal entries.
- Prepares a variety of financial and statistical reports including year-end reporting, budgetary, various 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.
- Records and maintains appropriate controls for fixed assets; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting and special reports.
- Assists with investments, portfolio management and cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Performs related duties as assigned.



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PERIPHERAL DUTIES

Ability to represent the Finance Director and perform the duties of that position in the absence of the Director, including attending and making financial report presentations at Council meetings, or other governmental agencies and funding partners of the City; will substitute for Finance Director on the City Loan Committee, if needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a related bachelor's degree in accounting, business management, public administration, or other relative field;
- (B) Any combination of education and work experience that indicates the ability to perform the functions of the position, experience in municipal finance highly preferable.

Necessary Knowledge, Skills and Abilities:

- 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. Familiar with GASB requirements.
- 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, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Analyze financial data and draw sound conclusions.
- 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.
- 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 time 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 judgment within general policy, procedural and legal guidelines.



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- Establish and maintain effective working relationships with those contacted in the course of the work.
- Represent the City in the place of the Finance Director with the public and other governmental agencies.

SPECIAL REQUIREMENTS

Possession of, or the ability to obtain, a valid California Driver's License.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION PROCESS

A screening panel will evaluate the qualification of each candidate who has met the minimum requirements for this position, with the highest-ranking candidates being invited to participate in the examination process.

Applicants meeting the minimum requirements are not guaranteed advancement into the interview.

A practical and written exam designed to demonstrate the necessary knowledge and skills may be part of the selection process. An oral interview will be used to select the most qualified candidates. Applicants will receive written notification regarding the results of the recruitment process.

SPECIAL CONDITIONS

Candidates recommended for hire will be required to undergo a background, reference check, Live Scan Fingerprinting, and a pre-employment physical, which includes a drug and alcohol test.

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 a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.