



### POSITION DESCRIPTION

<b>Title:</b>	Finance Analyst	<b>Department:</b>	Finance
<b>Type:</b>	Regular, Full-Time	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	G/133	<b>Revised:</b>	02/2019

### DEFINITION

Perform entry-level finance, accounting, and clerical duties in support of assigned Town departments. Position is responsible for ensuring efficient and effective billing processes and monitoring of various grants and contracts.

### SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Administrative Services/Finance Director, or designee.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Complete pay estimates for Public Works capital projects; measure and review quantities with staff and contractors; reconcile pay estimates against established budgets.
- Prepare grant drawdowns for projects (e.g. Federal Aviation Authority drawdowns for airport); account for and report on revenue sources including Passenger Facility Charges (PFC).
- Complete quarterly billing and reporting for the Local Transportation Commission Overall Work Program.
- Provide administrative support to assigned Town departments, primarily Public Works and Community and Economic Development.
- Facilitate the billing process for various grants and maintain accurate account information.
- Provide customer service internally to various Town departments and externally to local partners, contractors, State and Federal agencies.
- Receive and respond to inquiries involving billing and payments for departments/divisions as assigned.
- Monitor and track compliance with various State and Federal grants; maintain and update records relating to such grants and contracts.
- Provide defined financial related reports to Department Heads, supervisors and others as needed.
- Perform related duties and execute special projects as assigned.

### QUALIFICATIONS

Knowledge of:

- Terminology used in financial record keeping.
- Basic accounting and mathematical principles.
- Knowledge of Public Works project and engineering terminology and state and federal grant applications, billing, and closeout procedures is desirable.

Ability to:

- Multitask while delivering exceptional service to internal as well as external customers.
- Comprehend detailed financial information.
- Establish and maintain effective working relationships with those contacted in the course of operations.
- Follow Town policies and procedures.
- Read, interpret, understand, and effectively communicate the requirements of the Town's Municipal Code, regulations, and policies.
- Plan, organize, and schedule.
- Communicate clearly and concisely, both orally and in writing.
- Maintain financial and statistical records.
- Perform varied clerical work.
- Understand, learn, and utilize computer hardware/software to streamline daily activities.
- Prepare routine financial reports.
- Understand and carry out oral and written directions.

Experience and Training:

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

Education

High school diploma or GED supplemented by specialized training/education in accounting, or a related field. A Bachelor's degree in a related field such as Accounting, Mathematics, Finance, or Public Administration is preferred.

Experience:

One year of experience in bookkeeping or general accounting duties is required.

Licenses:

Possession of, or ability to obtain within the state required time frame, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage 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.

Work is performed 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 frequently required to talk or hear, walk, sit or stand, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

**GENERAL**

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.

**Received and Reviewed by:**

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**Employee Signature**

\_\_\_\_\_  
**Date**