

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: BUSINESS ANALYST

GENERAL FUNCTION:

Under the guidance of the Accounting Manager, position is responsible for participation in the evaluation; implementation; training; report creation and other related activities to the City's enterprise software applications to improve the operational efficiency and effectiveness of all City staff and financial processes. Primary functional operations served will be the support service departments such as human resources, finance, court, and information technology. Position serves as a business partner to all City department managers regarding financial software application and business process issues.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Assists in the planning, development, implementation and administration of departmental budgets/City-wide budget. May develop financial plan projections and documents; prepares revenue and expenditure analyses and forecasting; staffing analyses and budget status; and monitoring reports. Develops and presents recommendations, drafts and/or analyzes budget request reports and documents including budget adjustment requests.
3. Assists with the development and with explanatory budget guidelines to department managers and supervisors, reviews and evaluates budget requests to ensure compliance with established guidelines.
4. Assists with the reconciliation of general ledger accounts and monthly bank reconciliations.
5. Assists with core accounting processes to included accounts payable, payroll, cash receipts, and/or utility billing processes.

6. Performs financial analyses and statistical computation for various rate studies, financial models and cost allocation plans.
7. Assists with year-end audit report, preparation of work papers, and preparing the audit document.
8. Performance Measurement. Included in quarterly reviews with management. Produce monthly/annual forecast report. Performs financial analyses and statistical computations for various rate studies, financial models and cost allocation plans.
9. Assists with preparation of grants reporting all activities related to federal and state grants. Prepares other financial reports as requested.
10. Supervises financial and/or court staff personnel.
11. Performs periodic financial studies and analyses for public bodies and City management and any other projects on an as needed basis.

SPECIFICATIONS:

1. Job Preparation:

Associate's Degree in finance, business administration, political science, statistics, economics, public administration or related field required and three plus years of experience in business process analysis and application review and evaluation. Ability to manage and/or participate on a team, establish and maintain effective working relationships; make presentations and develop reports that may include technical information. Ability to communicate technical information in a concise, easy to understand format for non-technical users is preferred.

Knowledge of integrated financial accounting systems with the ability to manipulate and manage multiple databases involving financial, operational, and personnel data. Extensive experience with financial software required. Must have excellent communication and customer service skills to be successful in this position.

Considerable knowledge of budget preparation, laws governing budgeting, performance measurement, capital improvement programming necessary.

Considerable research, project management, and analysis as it pertains to projects of a financial nature.

Any combination education, training, or experience that provides the required knowledge, skills and abilities as determined by the hiring authority will be considered.

2. Supervision:

Received: Work is performed highly independently with Accounting Manager assigning projects and reviewing work for results obtained and conformance with established procedures.

Exercised: Supervision of Court Staff is a responsibility of this position. May also assist in training, lead work responsibilities of other finance staff on an as needed basis.

3. Communication:

Relationships that must be maintained with organizations outside the City include: direct communications with banks to maintain checking accounts and investment records; vendors in reconciling accounts and for information requests. Must communicate with auditors, during audit and financial statement preparation; with lawyers, regarding collections and foreclosures; and with other governmental entities.

Has frequent communications with all departments to request and provide information concerning financial matters.

May interact with the City's residents regarding their business with the City to include utility accounts, licensing, and permitting. Assesses and rescinds fees and takes other actions necessary to resolve problems when implementing City policies and procedures. May occasionally provides information to City Council members.

Is entrusted with confidential and sensitive financial, personnel, and payroll information.

4. Cognitive Functions:

Work is governed by written City and departmental policies, procedures, and ordinances, the principles, practices, methods and techniques of financial analysis and forecasting, including statistical modeling techniques; principles,

practices and methods of administrative, organizational, economic and procedural analysis; principles and practices of public administration, including purchasing, contracting and maintenance of public records; principles, practices and methods of municipal budget development and management; basic principles, tools and techniques of project planning and management and Federal, State and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Performs duties of Accounting Manager position in the Accounting Manager's absence.

5. Working Conditions:

Typical work environment is an office setting. May be required to attend night meetings.

6. Resource Accountability:

Must safeguard and maintain financial records of all city assets.

Maintains all accounting records, including: general ledger; budget; subsidiary ledgers; financial statements and audit papers.

The job classification 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.