



City of Cottage Grove
Job Description

Finance Analyst

Department: Finance	FLSA: Non-Exempt, Full-Time
Reports to: Finance Director	Representation: Non-Represented
Pay Range: Range 21	Date Adopted: <i>March 2025</i>

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The Finance Analyst performs a complete range of professional accounting and financial analytical responsibilities, primarily focused on governmental accounting standards and principles. This role ensures the accurate and effective management of financial operations within the Finance Department.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all tasks which an employee may be expected to perform.

ESSENTIAL FUNCTIONS:

1. Reconciles all accounts related to the city's financial operations, including fixed assets, expenditures, cash, accounts payable, payroll, and accounts receivable.
2. Balances accounting reports and bank/credit card statements for various accounts.
3. Reviews work performed by Finance Department staff to ensure accuracy and compliance with policies, procedures, and accounting principles; provides technical assistance as needed.
4. Codes revenue and allocates grant funds to appropriate accounts.
5. Prepares financial reports, such as trial balances, aging summaries, budget updates, and account analyses.
6. Reviews and reports on budget impacts, including those related to collective bargaining.
7. Prepares and records journal entries in the general ledger to ensure accurate accounting of financial transactions.
 - Reviews and adjusts journal entries to correct discrepancies or reclassify transactions as needed.
 - Ensures journal entries are documented and supported by appropriate backup records, maintaining compliance with accounting standards.
8. Prepares detailed and complex reports for the annual audit.
9. Conducts research for budget preparation and assists in creating the annual budget document using financial and publishing software.
10. Prints, distributes, and posts budget and audit documents in designated locations to ensure accessibility for staff, stakeholders, and the public.

11. Prepares cost analysis reports and researches confidential information for collective bargaining purposes.
12. Assists in scheduling employees and assigning work tasks.
13. Contributes effectively to the accomplishment of city goals, department objectives, and activities.
14. Adheres to rules, policies, procedures, and laws.
15. Tracks and monitors grant expenditures to ensure compliance with funding requirements and deadlines.
16. Analyzes historical data and economic trends to provide accurate revenue projections for budget planning.
17. Assists in developing and updating city financial policies and procedures to improve efficiency and compliance.
18. Conducts research and prepares financial presentations or summaries for City Council meetings or public hearings.
19. Completes additional duties as assigned by management.

IMPORTANT FUNCTIONS:

1. Develops and maintains comprehensive Standard Operating Manuals (SOM) to ensure consistency in procedures and compliance with organizational policies.
2. Accurately combines daily cash and processes daily deposits while adhering to financial procedures and maintaining proper record-keeping standards as needed.
3. Provides backup support for other administrative and finance staff during absences or peak workload periods.
4. Assists with distributing internal and external communications, such as notices or updates, to appropriate staff, departments, or the public.
5. Assists with filing and organizing physical and digital records for easy retrieval and compliance with retention policies.
6. Monitors and troubleshoots minor technical issues with office equipment, coordinating with IT or external vendors as needed.
7. Participates in departmental training sessions and meetings to stay informed of policy updates and procedural changes.
8. Supports special projects, such as research assignments or data collection, as requested by management.
9. Assists in tracking and reporting on city debt, including bonds or loans, and prepares related analyses for management.
10. Evaluates and recommends improvements to internal controls to minimize financial risks and ensure accurate financial reporting.
11. Operates a computer and other equipment necessary to complete the essential functions, including word-processing, email, and other programs.
12. Maintains work areas in a clean and orderly manner, paying attention to safety.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- **Sitting for extended periods:** This is necessary for tasks like data entry, report preparation, and other administrative activities.
- **Manual dexterity:** Frequent use of computers, calculators, and other office equipment requires fine motor skills.
- **Occasional lifting and carrying:** Handling files, office supplies, or cash deposits may require lifting or carrying items, typically up to 25 pounds.

- Walking and standing: Moving between departments, assisting customers, or organizing files may require light mobility.
- Visual acuity: Accuracy in reviewing detailed financial reports, data entry, and using accounting software demands good close vision.
- Speaking and hearing: Effective communication in person, over the phone, and via email with staff, customers, and other stakeholders is vital.
- Reaching and bending: Accessing files, organizing documents, or using office equipment may involve occasional reaching or bending.

JOB SPECIFICATIONS:

Education & Experience:

- High school diploma or equivalent *required*.
- Must be 18 years of age or older *required*.
- Three (3) years of progressively responsible experience in government accounting or budget administration *required*. A bachelor's degree in finance, accounting, or a related field may substitute for this requirement.
- Public sector experience is highly *preferred*.
- A combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the described duties may be considered.

Knowledge, Skills and Abilities:

Knowledge:

- Demonstrates a strong understanding of accounting principles, including reconciliation, journal entries, and financial reporting.
- Familiar with government financial regulations, procedures, and compliance standards.
- Applies expertise in budget preparation, cost analysis, and audit processes effectively.
- Proficient in financial and accounting software, as well as standard office tools (e.g., word processing, email, and spreadsheets).
- Understands cash handling procedures and adheres to internal controls.
- Knowledgeable about grant management practices, including allocation of funds to appropriate accounts.
- Aware of collective bargaining agreements and their impact on budgeting and payroll processes.
- Skilled in file management practices, ensuring compliance and ease of retrieval.

Skills:

- Demonstrates attention to detail for accuracy in financial transactions, reconciliations, and reporting.
- Manages multiple tasks, deadlines, and responsibilities effectively with strong organizational abilities.
- Maintains technical proficiency with financial software and general computer applications.
- Communicates effectively to provide technical assistance, prepare professional reports, and address inquiries.
- Provides excellent customer service through professional interactions across various communication channels.
- Applies analytical thinking to review financial data, identify discrepancies, and perform cost analyses.
- Approaches problem-solving with a thorough and methodical mindset.

Abilities:

- Works independently and manages tasks with minimal supervision while maintaining high accuracy.
- Prioritizes and multitasks effectively under deadlines and pressure.
- Resolves inconsistencies in financial processes and interprets complex data for insightful analysis.
- Collaborates with teams and provides backup support when needed.
- Handles sensitive financial and personnel information confidentially.
- Adapts to new procedures, software, or workload changes seamlessly.
- Performs detailed work involving numerical data with precision and prepares comprehensive fiscal reports.
- Applies general accounting principles to resolve problems and verify accuracy in others' work.
- Exercises judgment, decisiveness, and creativity when managing varied duties.
- Maintains professionalism and cooperates effectively with City officials, staff, and the public.
- Plans work and sets priorities to meet deadlines efficiently.

Special Requirements and Certifications:

- Possess and maintain a valid Oregon Driver's License with a safe driving record, ensuring the ability to safely operate a city vehicle for tasks such as document distribution or attending training sessions, as required by the role.
- Must pass a post-conditional job offer credit and background check, demonstrating trustworthiness in managing city funds and contributing to budgetary processes.

Supervisory Duties:

Assist in the supervision of all Finance Department employees.

Supervision Received:

Direct supervision from the Finance Director.

Confidential Information:

Maintain the highest standards of accuracy and integrity by safeguarding financial data, budget information, and bargaining-related materials critical to City operations. Exhibit professionalism and discretion when managing sensitive budgetary data and collective bargaining information, offering valuable insights to support informed decision-making. Foster trust and accountability by delivering reliable financial analyses while preserving the confidentiality and integrity of the City's fiscal operations.