

**City of Oregon City****Position Description**

Position: Business Analyst	Represented: Local 350-2
Department/Site: Finance / City Hall	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 37

**Summary**

This position performs advanced professional-level accounting, auditing, and fiscal management duties; designs, modifies, and analyzes financial records/systems and produces sophisticated forecasts of business/operating expenses and economic/financial conditions for service department's use in making program decisions. The Position serves as a business partner to all City department managers regarding financial software application and business process issues.

**Distinguishing Career Features**

The Business Analyst is the highest professional level in the four level career ladder for clerical and technical accounting. The position performs advanced, complex financial analysis, professional accounting, auditing, and fiscal management assignments. Employees in this position perform challenging, highly visible, and responsible finance assignments that include large complex grants, financial analysis, reconciliation, compliance, and auditing at the department or City-wide level. Employees in this position are responsible for independently performing accounting and related financial analysis that is typically covered by unique and complicated laws, regulations, policies, and procedures. Advancement to Business Analyst is based on business needs of the organization.

**Essential Duties and Responsibilities**

The Business Analyst performs complex financial analysis and projects as assigned to support operating departments. Examples include but are not limited to:

- Participates in the development of departmental budgets, revenue and expenditure forecasting. Performs staffing analysis, coordinates budget adjustment requests, monitors financial activity against budgets to ensure legal spending authority, reviews contracts and lease requirements for cost saving opportunities, and coordinates projects that involve multiple departments.
- Provides financial oversight of capital improvement projects and grants including coordination with departments in preparing and monitoring the five year capital improvement plan, implementation and operation of enterprise system Project Accounting module to support department requirements, develops cost allocation plans and grant monitoring system for audit purposes and to determine A-133 requirements.
- Prepares monthly, quarterly and annual financial closings and the annual financial audit. Examples include completion of reconciliations, work papers and journal entries; follow up on audit inquiries, and participation in the development of comprehensive annual financial reports.
- Provides oversight and/or support for general accounting functions including payroll, accounts payable, accounts receivable and utility customer service.

- Performs daily accounting tasks and processes a variety of accounting transactions such as cash management and bank reconciliation, debt payments, investments, leases and research and correction of transaction errors.
- Analyzes account activities and monitors the integrity of general ledger and subsidiary ledger entries; performs related reconciliations; reclassifies expenditures and/or revenues to correct discrepancies.
- Applies generally accepted accounting principles to ensure fund accounting records and financial reports are in compliance with Government Accounting Standards and other accounting rules and regulations.
- Prepares grant billings and reports and ensures financial compliance with grant terms and State and Federal requirements. Advises other City departments regarding grant reporting and compliance.
- Prepares year-end audit work papers and performs internal procedures needed to ensure the integrity and quality of financial accounting records.
- Prepares or assists in the preparation of the Comprehensive Annual Financial Report (CAFR); Coordinates schedules with departments and external auditors; explains financial policies, procedures, and/or other relevant information to departments and external auditors.
- Prepares a variety of special billings, assessments, reimbursements, and/or internal allocations in assigned area of responsibility, which may include: property and local improvement district assessments; interfund monthly billings associated with projects; allocating costs to internal departments; infrastructure cost reimbursements; and/or, performing other related activities.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Maintains accurate and up-to-date project data and financial records; develops and uses spreadsheets, databases and other computer applications to manage project activities and track associated costs.
- Plans, organizes, and conducts project activities and events, including carrying out logistical arrangements; provides appropriate and timely communication of project status.
- Responds to citizen inquiries and serves as technical resource; acts as liaison to internal and external contacts; represents the City in community and professional meetings.
- Develops financial plan projects and documents; prepares revenue and expenditure analysis and forecasting; staffing analysis and budget status.

- May assist with the preparation of month-end financial reports, including but not limited to reconciliation of accounts, performance measurement reporting and ensuring financial and written information are consistent; prepares other financial reports as requested by the Finance Director; performs periodic financial studies and analysis for public bodies and City management.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **■ Knowledge and Skills**

- Generally Accepted Accounting Principles (GAAP);
- Principles, practices, and standards of governmental and fund accounting;
- Principles and practices of cash management;
- Account reconciliation methods;
- Financial and statistical analysis techniques;
- Auditing principles and practices;
- Research methods and techniques;
- Municipal budgeting principles;
- Account preparation, review, and control methods;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Grant and/or contract management principles and practices.

### **■ Abilities**

Ability to apply and adapt established accounting principles and procedures to a variety of City financial applications that are not typically covered by regularly available written procedures, well understood policies, standards, laws, or manuals. Ability to independently recognize problems and develop solutions. Ability to analyze data from various sources and draw logical conclusions. Ability to prepare and maintain accurate reports and records. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, managers, customers, and the general public.

### **■ Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe multi-dimensional physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk and counter work.

### **■ Education and Experience**

The position typically requires a Bachelor's degree in Accounting, Business, Finance, or related field and at least three years of accounting or governmental accounting work experience; or, an equivalent combination of experience and training sufficient to successfully perform the essential duties of the job such as those listed above.

- **Licenses and Certificates**

May require a valid driver's license. Certified Public Accountant - preferred

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*