



Senior Financial Analyst

Salary:	\$51,163 to \$72,652 DOQ	Opening Date:	10/8/2018
Status:	Full-time, Exempt	Closing Date:	10/21/2018
Work Hours:	M-TH 8am-6pm; F 8am-noon	Department:	Finance
Work Location:	South Jordan City Hall	Supervisor:	Assistant Controller

Special Notes: Please review the job description for a complete list of essential job functions

THE PURPOSE

Provide complex budgetary and financial analysis services to city departments. Perform a variety of accounting, billing audits and analytical functions to maintain the integrity and accuracy of the City's budgeting and financial accounting systems.

MINIMUM QUALIFICATIONS

- Education and Experience:
 - Master's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field; AND
 - Two (2) years' experience in accounting or budgeting; municipal government experience
- OR
- Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field; AND
 - Three (3) years' experience in accounting or budgeting; municipal government experience
- Special Qualifications:

Certified Government Financial Manager (CGFM) Certification preferred

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to operate a personal computer and Microsoft products.

BENEFITS

- Health benefits including medical, dental, vision, and term life insurance
- Accrued vacation and sick leave
- 401(k) or 457 retirement match
- Pension through Utah Retirement Systems
- Tuition Reimbursement
- Fitness Center Membership

NOTE: Interested candidates must complete and submit a South Jordan City application and current resume to Human Resources through the website at jobs.sjc.utah.gov. A complete list of essential functions and minimum requirements of this position may be viewed on the job description, which is also located at the above-mentioned website. To request accommodation under Americans with Disability Act please contact the City's EEO Program Manager at 801-254-3742 ext. 1852.

It is the policy of the City of South Jordan to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, genetics, or disability

South Jordan City

Job Description

Title: Senior Financial Analyst
Org: 100120
Pay Grade: 17

Effective Date: 9/25/18
FLSA: Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Provide complex budgetary and financial analysis services to city departments. Perform a variety of accounting, billing audits and analytical functions to maintain the integrity and accuracy of the City's budgeting and financial accounting systems.

SUPERVISOR

Assistant Controller

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Assist departments on matters related to budget and finance.

Perform statistical and trend analysis as directed.

Track current financial progress against forecasts and report variances to the Chief Financial Officer. Assist the Chief Financial Officer as needed with the preparation of the City's annual budget.

Perform cost benefit analysis on services provided by the City as needed.

As directed, perform various accounting, analytical, and financial reporting duties. These duties include but are not limited to posting journal entries, reconciling general ledger accounts, and strategic financial planning.

Research laws, regulations, City policy, and standards issued by accounting boards and professional organizations including FASB, GASB, GFOA, and AICPA. Assist Finance staff with implementation of new laws and regulations. Determine if the City is in compliance and suggest policy changes where required.

Assist in the preparation of all financial documents, including the CAFR (Comprehensive Annual Financial Report), PAFR (Popular Annual Financial Report), bond continuing disclosures, monthly financial reports, and budget.

Reconcile complex asset, liability, and capital accounts, prepare, and file any required financial documents as assigned.

Provide support services to various City departments for the City's ERP and other financial software/system providers, as assigned.

Assist in integrating, supporting, and developing new system features or additional outside system programs with the City's current ERP vendor.

Act as a liaison between the City and the City's ERP/Financial Software vendor(s) for system issues, as needed.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Master's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field;

AND

B. Two (2) years' experience in accounting or budgeting; municipal government experience

OR

A. Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance or other closely related field;

AND

B. Three (3) years' experience in accounting or budgeting; municipal government experience

2. Special Qualifications:

Certified Government Financial Manager (CGFM) Certification preferred

3. Knowledge, Skills and Abilities:

Knowledge of economic and accounting principles and practices. Knowledge of business and management principles involved in strategic and financial planning. Working knowledge of laws and regulations governing accounting responsibility and City budgeting procedures.

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing. Develop and maintain effectively working relationship with elected officials, professionals, the public and co-workers.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt-5000	EEO-4 Class:	Professional
Location:	Finance	EEOP Class:	Professional
Group/BU:	General Pay Plan	Tech-Net Match:	715