

CITY OF CRYSTAL LAKE
JOB DESCRIPTION

Position: Finance Analyst
Position Code:
Department: Administration
FLSA Status: Exempt
Union Status: Non-Union
Date Approved: June 2023

Objective

This position is responsible for a variety of routine and complex administrative, financial, accounting, and budgetary work in the maintenance and review of the City’s financial systems and operations. This work includes project management, research and analysis, customer service, as well as general assistance directly related to the professional needs and operation of the City Finance Department.

Relationships

Reports to: Assistant Finance Director

Supervisory Responsibility: None

Essential Functions

General

Assists with the management of the Finance Department to achieve goals within available resources and implement changes as needed.

Prepare a variety of studies, reports, and related information for decision-making purposes; conduct research, analysis, and prepare recommendations regarding proposals for programs, grants, services, budget, equipment, etc. and make recommendations to appropriate staff.

Assist in the development of short and long range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.

Work with management team members to periodically evaluate work procedures, training programs, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.

Provide effective and efficient customer service and promote, and maintain responsive community relations. Answer general questions from the public concerning City matters and, when directed, participate in the investigation and resolution of difficult and sensitive citizen concerns.

Manage special projects and Finance Department initiatives and provides recommendations and courses of action.

Prepare and presents agenda materials for City Council and various department related boards and committee meetings.

Participate in the budget development and administration for assigned area of responsibility; prepare reports and analyses related to impact of budgetary decisions.

May solicit proposals on behalf of the City, prepares analysis, works with vendors and makes recommendations to supervisors and City Council regarding vendors. Oversees work performed by vendors.

Provides assistance to operating departments on an as-needed project basis.

Attend meetings as required; staff liaison to committees as assigned.

Attends seminars, workshops, and training sessions related to duties and responsibilities.

May serve as back-up to other personnel as required.

Maintain quality control of all work by reviewing and inspecting output for accuracy and professionalism.

Follows all safety regulations, policies, and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safety work practices.

Performs other duties as assigned.

Budget Related

Participate in the development and administration of the City's annual budget; work with other departments in the development of their budgets, performance measurements, charts and graphs, and overall document.

Prepare budget reports and forecasts as required.

Assists in the preparation of the final annual budget document in conformance with GFOA guidelines to continue achievement of the Distinguished Budget Presentation Award.

Audit Related

Assists with the preparation for the City's annual audit

Assists with the preparation and review of the Annual Comprehensive Financial Report

Prepare the annual Popular Annual Financial Report (PAFR); maintain and improve document annually in conformance with GFOA guidelines for continued achievement of the PAFR award.

Qualifications

Education and Experience

Bachelor's Degree in Finance, Accounting, Public Administration, Business Administration or a closely related field, minimum of two years relevant experience in municipal government, public body, or related

field, or any equivalent combination of training and experience that provides the following knowledge, abilities, and skills. A Master's Degree or pursuing a Master's Degree in Accounting or Public Administration is desired.

Knowledge, Skills, and Abilities

Knowledge of government accounting and financial reporting practices/procedures

Knowledge of principles, methodology, practices of research and data collection.

Knowledge of effective writing techniques.

Knowledge of computer hardware and software programs, which may include Microsoft Office and internet applications. Ability to learn and successfully use a variety of software products.

Ability to perform a full range of responsible analytical and administrative duties in support of assigned programs, functions and department involving the use of independent judgment and personal initiative.

Ability to prepare, analyze and interpret financial statements and reports.

Ability to prepare clear and concise administrative and financial reports.

Ability to understand and carry out written and oral instructions.

Ability to communicate effectively orally and in writing with vendors, supervisors, employees, and the general public.

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to deal with the public tactfully and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Must be able to safely operate equipment.

Tools and Equipment Used

Personal computer, including internet, word processing and excel, automotive vehicle, copy, scanner and fax machine, phone, and camera.

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 mostly in office settings. 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 sit; stand; walk; talk; hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, and crouch or crawl.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to 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.

Work is performed in an office setting. The noise level in the work environment is usually quiet in the office.

The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.

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.