



# JOB POSTING NOTICE

## Financial Analyst

Dennis M. Clough, Mayor

**Department:** City of Westlake Finance Department

**Pay Rate:** Up to \$65,000.00 DOQ

**Classification:** Full-time – Non-exempt

**Hours/Shift:** Monday-Friday 8:00 a.m. - 4:00 p.m.

### Summary of Duties:

Under the direction of the Finance Director and/or the Assistant Finance Director, the individual in this position will perform a variety of analytical and financial functions in addition to accounting and administrative work and assist as needed with accounts payable, accounts receivable, payroll and general administration

### Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

#### Sewer Billing

- Quarterly/Annual Sewer Billing – approximately 11,500 accounts
- Commercial Usage Estimates
- Yearly Sewer Assessments
- Maintain Locations/Addresses in accounting software
- Other Miscellaneous billing

#### Fixed Assets

- Reconciliation of Additions/Deletions/Transfers
- Construction in Process Tracking and Reconciliation
- Vehicle Listing

#### Title processing for new & replacement plates

#### Insurance

- File insurance claims
- Update insurance vehicle/equipment records

#### Payroll

- Bank Account Reconciliation
- Payroll Reports: Employee Count/Hours/Wages
- Review of bi-weekly payroll processing: hours, g/l codes, etc.

#### Month-End Reports

- Financial Summary
- Fund Report
- Analysis Spreadsheets (Total City, General Fund, Department)
- Run monthly Building Reports & Account Receivable Reports

#### Finance Record Retention

#### Yearly Assessment processing (Lawn, Sidewalk, False Alarm, etc.)

#### Departmental Back-up

- Payroll Processing
- Cash Receipts & Reporting
- Monthly Closing Cycle
- Completes additional duties as assigned
- Must have strong analytical and problem-solving skills
- Must be able to work on several projects simultaneously and observe strict deadlines
- Must be highly motivated and be able to work independently in a fast-paced environment

### Required Qualifications and Skills

- Minimum 3 to 5 years of accounting and finance related experience preferably in government
- Prepare and analyze complex financial reports
- Familiarity with Cost Accounting
- Knowledge of Principles and Preparation of Budgets
- Valid Ohio driver's license

### **Preferred Qualifications and Skills**

- Excellent customer service skills
- Maintain efficient and effective financial systems and procedures
- Ability to establish and maintain effective working relationships with employees, city officials
- Ability to communicate effectively, orally and in writing
- Ability to work independently and in a team environment
- CPA certification is a plus

### **Tools and Equipment Used**

Computer, printers, multiline telephone, facsimile, copier, shredder, calculator, cell phone, card machine

### **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

- Walk, sit, talk, hear, use hands and fingers to handle, feel or operate objects, tools, or controls, use legs and arms
- Occasionally required to climb or balance; bend over, stoop, kneel, crouch, or crawl
- Occasionally must lift and/or move 20 pounds or more
- Specific vision abilities include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus

### **Work Environment**

The work environment described herein is representative of those an employee encounters while performing the essential functions of this job

- The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field

### **Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, pre-employment drug screening and background check and any related test to demonstrate the ability to perform essential duties.

This document is not designed to cover or contain a comprehensive and required listing of activities, duties or responsibilities. Duties, responsibilities and activities may change at any time with or without notice. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer with or without notice.

**To be considered for the position, applicants should deliver, email or mail completed employment application to:** (resume and cover letter detailing background and experience is optional)

City of Westlake  
Human Resource Department  
27700 Hilliard Boulevard  
Westlake, OH 44145

Email: [humanresources@cityofwestlake.org](mailto:humanresources@cityofwestlake.org)

Phone: 440-617-4300

Fax: 440-617-4299

**[Download employment application form](#)**

The City of Westlake is an Equal Opportunity Employer