



JOB POSTING NOTICE

Financial Analyst

Dennis M. Clough, Mayor

Position: Financial Analyst

Department: City of Westlake

Salary Range: \$45,800 - \$80,000 per year

Position Type: Full-time (part-time considered)

Closing Date: City of Westlake Applications will be accepted until the position is filled

Job Description

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.

Qualifications:

- CPA strongly preferred
- Minimum 3 to 5 years of accounting and finance related experience preferably in government
- Excellent customer service skills
- Working knowledge of modern governmental accounting theory, principles, and practices; knowledge of internal control procedures;
- Prepare and analyze complex financial reports
- Familiarity with Cost Accounting
- Knowledge of Principles and Preparation of Budgets
- Maintain efficient and effective financial systems and procedures
- Ability to accurately account for city funds
- 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

Requirements:

- 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
- Pre-employment drug screening and background check

Responsibilities:

Sewer Billing

- Quarterly/Annual Sewer Billing – approximately 11,500 accounts
- Commercial Usage Estimates
- Process ACH files
- Process ACH Returns & NSF Checks
- Process Late Fees & Late Fee Removals
- Yearly Sewer Assessments
- Yearly Reconciliation of Sewer Accounts Receivable for Auditors
- Maintain Locations/Addresses in accounting software

Fixed Assets

- Reconciliation of Additions/Deletions/Transfers
- Construction in Process Tracking and Reconciliation
- Vehicle Listing
- Equipment Replacement Reporting
- Yearly Fixed Asset Inventory
- Yearly Reconciliation/Roll-forward of Fixed Asset for Auditors

Title processing for new & replacement plates

Insurance

- File insurance claims
- Update insurance vehicle/equipment records

Banking and Merchant Services

- Monthly Bank Reconciliation
- Analyze credit card transactions and fees

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.)

Census Reports

Departmental Back-up

- Payroll Processing
- Cash Receipts & Reporting
- Monthly Closing Cycle

Tool 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to walk, sit, talk, hear, use hands to finger, handle, feel or operate objects, tools, or controls, reach with hands and arms and bend over. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move 20 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check and any related test to demonstrate the ability to perform essential duties may be required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as needed.

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.

To be considered for the position, applicants should email or mail completed City of Westlake employment application, resume, and cover letter detailing background and experience to:

Mail: City of Westlake
Human Resources Department
27700 Hilliard Boulevard
Westlake, OH 44145

Email: humanresources@cityofwestlake.org

Fax: 440-617-4299

[Download employment application form](#)