



CITY OF DUBLIN
invites applications for the position of:

Financial Analyst

SALARY: \$61,200.00 - \$80,740.00 Annually

OPENING DATE: 10/23/18

CLOSING DATE: 11/01/18 11:59 PM

DESCRIPTION:

Primary Focus

Completes the City's biennial Cost of Services Study, including preparation of financial reports and analysis, related ordinances, and analysis of new services. Collaborates with City staff to allocate and evaluate cost of services using generally accepted cost accounting techniques. Performs other financial-related duties and completes other financial-related projects.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

Supervisory Responsibilities

None

EXAMPLES OF DUTIES:

Essential Functions

Completes the City's biennial Cost of Services Study; utilizes the City's revenue/cost analysis software to update data for determining the full business cost of providing city services; recommends new/revised fee schedule to City Council for its consideration; collaborates with all City Departments/Divisions to collect operational and cost data; organizes and maintains data; drafts related documents and City ordinances to amend fee schedule.

Maintains deeds, easements, and rights-of-way documents and files, and comprehensive master property lists; files related tax impact applications; reviews and pays City's sales and real estate taxes; coordinates the flow of information between GIS, Engineering, Finance and Facilities Management.

Creates and writes reports that provide accurate and valid budgetary and financial information for internal and external use; verifies and reviews financial transactions to ensure reporting and financial integrity (i.e., chart of accounts); researches inquiries from internal and external auditors; compares actuals to estimates and analyzes and explains variances; researches historical transactions.

Completes financial projects as assigned involving such subjects as Tax Increment

Financing (TIF), budgeting, process review, resident inquiries, community plan research, accounts receivable/uncollectible accounts review, purchasing card program, etc.

Write grants in conjunction with City's grant team for land conservation projects, park development, and other miscellaneous projects; monitors grant awards to ensure compliance with grant requirements.

Performs other related duties as assigned.

QUALIFICATIONS:

Minimum Qualifications

Bachelor's Degree in Accounting, Finance, Public Administration, Business Administration, Economics or other relevant field (Master's Degree preferred) and some accounting, finance, or other relevant experience (preferably at the municipal government level); or any equivalent combination of education and experience.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Good written and verbal communication skills.

Good presentation skills.

Ability to understand capital and operating budgets.

Ability to compile cost information and evaluate results for reasonableness.

Ability to analyze, evaluate and compile financial information for presentation to Department/Division Directors and City Council.

Ability to research and analyze information and arrive at logical conclusions independently.

Physical Requirements

Ability to move about the inside of an office space to access file cabinets and office equipment.

Constantly operate a computer and other office machinery, such as a copier, fax machine, mobile device, shredder, scanner, etc.

Must be able to remain in stationary position at workstation throughout scheduled workday.

Ability to exchange information with co-workers and citizens through use of email system, the telephone, and in-person interactions.

Ability to occasionally lift and move objects weighing up to 20 lbs.

Ability to move objects weighing over 20 lbs. with the help of equipment/devices, on an infrequent basis.

Ability to enter data into computer system in a sustained manner.

Special Requirements

Valid driver's license.

Other Requirements

Demonstration of the following established core values: Integrity, Respect, Communication, Teamwork, Accountability, Positive Attitude, and Dedication to

Service.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

Compliance with training directives established by supervisory/managerial personnel.

Adherence to all applicable Federal and State safety laws, rules, and regulations and City safety policies/procedures.

CORE COMPETENCIES:

Core Competencies

Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services, acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Interpersonal Savvy: Relates well to all kinds of people-up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

Functional/Technical Skills: Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Problem Solving: Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

Dealing with Ambiguity: Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Time Management: Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

Patience: Is tolerant with people and processes; listens and checks before acting; tries to understand the people and the data before making judgments and acting; waits for others to catch up before acting; sensitive to due process and proper pacing; follows established process.

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.dublinohiousa.gov>

Position #00548
FINANCIAL ANALYST
KR

6555 Shier Rings Rd.
Dublin, OH 43016
614-410-4459

shathaway@dublin.oh.us

Financial Analyst Supplemental Questionnaire

- * 1. Do you have a Bachelor's Degree in Accounting, Finance, Public Administration, Business Administration, Economics or other relevant field or an equivalent combination of education and experience?
 - Yes
 - No
- * 2. Do you have a Master's Degree in Accounting, Finance, Public Administration, Business Administration, Economics or other relevant field?
 - Yes
 - No
- * 3. Please select from below that which demonstrates your years of full time experience in accounting, finance, or other relevant experience.
 - Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 4. Do you have accounting, finance or other relevant experience at the municipal government level?
 - Yes
 - No
- * Required Question