City of Council Bluffs

Job Description

Senior Financial Analyst

Department: Finance
Supervisor: Sr. Accounting Manager
Location: City Hall
FLSA Status: Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: Feb 2020
Union: Non-Union
Pay Grade: 21

Summary: Performs financial accounting, reporting and analysis. Works closely with management to ensure they have the necessary reporting to make sound financial decisions.

Essential Duties and Responsibilities:

- Develops a standard internal reporting package for management to review comparing actual, budget and prior year results
- Assists in the design and development of financial statements and reports required for budget, external reporting and other corporate reporting requirements.
- Works with all levels of management to gather, analyze, summarize and prepare recommendations regarding financials plans and forecasts
- Conducts analytical review of specific financial actions and prepares recommendations
- Develop a standard set of key performance indicators that are updated on a regular basis for management to review
- Prepares schedules for the annual audit and assists with the audit process
- Facilitates the preparation of the City's annual and amended budget
- Leads process improvement projects that require cross-functional collaboration
- Develops as a leader in finance functional area
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no direct supervisory responsibilities; however, incumbent could potentially lead and direct the work of others.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Bachelor's Degree from an accredited institution in Accounting or Finance
- Four-Five (4-5) years of experience in an accounting or finance role
- Any equivalent combination of education and experience which provide the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:
- Additional position consideration given to those applicants who have passed the CPA

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is customer facing, with periods of very busy and relatively quiet cycles.

Other Skills and Abilities:
- Excellent knowledge of generally accepted accounting principles and application to business situations
- Excellent knowledge of Microsoft Office (Excel, Word, Outlook, PowerPoint)
- Strong financial analysis and acumen
- Demonstrated project leadership experience in process improvement
- Strong interpersonal and written communication skills
- Accuracy and integrity
- High level of motivation, team orientation, and professionalism