

FINANCIAL ANALYST

Position Code: 2732

WC Code: 9410

FLSA Status: Non-exempt

Pay Grade: 355

Location: Finance

Approval Date: 2023

General Statement of Duties

An employee in this class evaluates, reviews, and audits financial transactions ensuring compliance with local ordinances and state statutes. Work and work products support the development of the Annual Comprehensive Financial Report (ACFR).

Distinguishing Features of the Class

An employee in this class performs financial work to analyze and review transactions for adherence to procedures and to ensure accuracy. Complex work includes reconciliations and specifically applying an understanding of procedures, laws, statutes, GAAP, and other pertinent regulations. Work often requires an understanding of how best to correct discrepancies and the impact on the Town's financial status. Applies knowledge to a major portion of the Town's administrative management of the capital resources through the proper maintenance of accounts and reconciliation to the General Ledger. This function requires the understanding of the interface between financial accounting and municipal budgeting. Decision making includes the exercise of discretion and judgement. Mistakes can lead to financial penalties, reduced funding options, and potentially impact the bond rating of the Town. Work is performed under the direction of the Deputy Finance Director of Accounting Services.

Duties and Responsibilities

Performs accounting, financial reporting, and analysis of Town funds.

Maintains financial records for Mooresville Travel and Tourism Authority through QuickBooks.

Reviews and analyzes monthly occupancy tax receipts and collects supporting documentation.

Participates in the preparation of the fiscal year-end reporting and audit processes to include the ACFR, AFIR, and other complex financial reports to meet internal and regulatory requirements.

Prepares documentation for the Board of Commissioners monthly including debt and investment reporting, and budget to actual financials.

Reconciles subsidiary ledgers to the general ledger, including cash and receivables.

Reconciles the bank statement by tracing transactions appearing in the cash account on the general ledger back to the statement.

Participates in conducting research, analysis and interpretation of complex information that will aid management in making decisions to resolve critical issues or problems and for displaying potential patterns and trends.

Compiles grant-related documentation for initial grant approval requests as well as post-approval expense reimbursement and draw-down requests.

Prepares the Schedule of Expenditures of Federal and State Awards for the ACFR.

Provides assistance in the implementation of new accounting standards.
Performs reporting and analysis for month and year-end close.

Financial liaison to the Planning and Community Development Department for the HOME and CDBG Fund.

Works closely with department management to take lead on special projects as assigned. Serves as finance contact for project management assignments.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Comprehensive knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Comprehensive knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.

Accurate and thorough in the analysis and preparation of financial records and reports.

Physical Requirements

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to grasp, handle, feel, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Degree in accounting or business from an accredited four-year college or university and five to seven years of experience in public finance administration; or an equivalent combination of education and experience.