



City of Kodiak
Finance Department

710 Mill Bay Road, Kodiak, Alaska 99615
(907) 486-8640 Fax (907) 486-8014

JOB ANNOUNCEMENT
Senior Fiscal Analyst

CLASSIFICATION & WAGE: C44: \$29.14/hour
Reposted: March 3, 2021 – Open until Filled

The City of Kodiak is recruiting for a full-time **Senior Fiscal Analyst** in the Finance Department. The Department is looking for a customer service oriented team player that desires to work with employees and the public.

GENERAL FUNCTIONS: Incumbents are responsible for performing professional fiscal analysis and accounting work that could include: administering and maintaining payroll and payroll related files; budgeting and accounting for payroll, leases and contracts; analyzing and reconciling accounts, ledgers, and journal entries; developing, conducting, and documenting audits; preparing financial reports; preparing and modifying operating and capital budgets; and tracking and analyzing assets and preparing related schedules. May prioritize and assign work to lower level staff and train staff on work methods and procedures.

WORKING CONDITIONS: Most work performed in routine office environment with some out-of-office duties required.

PHYSICAL REQUIREMENTS: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.

MINIMUM QUALIFICATIONS: Must have a high school diploma or General Educational Development (GED). Bachelor's degree in finance, accounting, or related field and seven to ten years of professional finance, accounting, and/or budgeting experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position. Must have a valid Alaska driver's license or the ability to obtain within 30 days of hire.

Submit completed and signed original City of Kodiak Employment Application to the City Manager's Office at 710 Mill Bay Road, Room 114 by 4:00 P.M. M-F. Please see our website <http://www.city.kodiak.ak.us/hr/jobs> for a complete job description of this position and the City of Kodiak employment application or pick up an application at the City Manager's Office. Faxed or emailed applications will not be accepted. The City of Kodiak offers a generous benefits package, which includes vacation and sick leave, medical insurance and public employees' retirement.

Mike Tvenge, City Manager

Julie Liew, Finance Director

The City of Kodiak is an Equal Opportunity Employer