



CITY OF KODIAK
invites applications for the position of:

Senior Fiscal Analyst

SALARY:	\$34.00 Hourly \$2,720.00 Biweekly
DEPARTMENT:	Finance Department
OPENING DATE:	03/10/22
CLOSING DATE:	Continuous
DESCRIPTION:	

Under the general direction of the Finance Director, this position is responsible for performing professional fiscal analysis and advanced accounting work for the City that could include, but is not limited to: analyzing, reconciling and maintaining accounts, ledgers, and journal entries; preparing financial reports; grant administration to include reconciling and reporting on a timely basis; preparing and modifying operating and capital budget entries; reconciling capital improvement projects and bank accounts; budgeting and accounting for leases and contracts; developing, conducting, and documenting audits; and tracking and analyzing assets and preparing related schedules.

EXAMPLES OF ESSENTIAL DUTIES:

- Reviews, maintains, and reconciles a variety of ledgers, accounts and journal entries, including the general ledger; examines all accounting transactions to ensure accuracy; corrects financial records as necessary; prepares financial reports.
- Prepares and modifies operating and capital budgets; conducts budgeting and accounting for leases and contracts.
- Maintains files for all bank and investment accounts. Performs and audits banking and investment account reconciliations on a monthly basis and reconciles account balances to the general ledger.
- Performs reconciliation of general ledger accounts. Prints monthly financial and account reconciliation reports, reviews for accuracy and distributes to departments, as necessary. Prepares and inputs journal entries. Monitors journal entries to ensure they are correctly entered into the system and proper documentation is included.
- Monitors capital improvement project budgets to ensure budgets are adhered to and reconciles project sub ledgers to general ledger.
- Maintains grant files, prepares monthly, quarterly, and yearly grant financial reimbursement reports. Monitors grant compliance by departments. Creates and maintains files for each grant funded project, including funding and authorization sources, and expense reports.
- Prepares state and federal reports as required (i.e., Revenue and Municipal Assistance Application; Quarterly Survey of Selected Non-Property Taxes, etc.).
- Assists in preparation of the annual audit and the preparation of the Annual Comprehensive Financial Report.
- Assists in preparing budget schedules. Assists department directors with annual budget process relating to grant funding and expenditures.
- Develops, tracks and analyzes assets and prepares related schedules.

- Corresponds directly with and keeps supervisor and others as necessary fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Ensures accurate records are created, maintained and archived per the City's records retention policy and schedule.
- Responds to the general public regarding questions and comments in a courteous and timely manner.
- Conducts special projects and/or studies assigned by the Finance Director. Acts as liaison to staff and City employees in the absence of the Finance Director. May supervise Finance employees in the absence of the Finance Director.
- May prioritize and assign work to lower level staff; monitors the performance of lower level staff; and trains staff on work methods and procedures.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or General Education Development (GED) and Bachelor's degree in finance, accounting, or related field. 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 job such as those listed above. Government or non-profit accounting experience is preferred.

Must have a valid Alaska driver's license or the ability to obtain within 30 days of hire.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, finger dexterity, grasping, lifting, talking, hearing, seeing, balancing, stooping, kneeling and repetitive motions. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Functions of this position require sufficient physical ability to work in an office setting; walk, stand, or sit for prolonged periods of time; operate office equipment including use of computer keyboard; and ability to speak and hear to exchange information.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

WORKING CONDITIONS:

Most work performed in routine office environment with some out-of-office duties required. Occasional travel may be necessary.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.city.kodiak.ak.us/hr>

Position #21-00053
 SENIOR FISCAL ANALYST
 NS

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 Kodiak, AK 99615
 907-486-8653