



CITY OF KODIAK
invites applications for the position of:

Fiscal Analyst

SALARY:	\$32.00 Hourly \$2,560.00 Biweekly
DEPARTMENT:	Finance Department
OPENING DATE:	04/08/22
CLOSING DATE:	Open until filled
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 and reconciling accounts, ledgers, and journal entries; reconciling investment and bank accounts; preparing financial reports; preparing and modifying operating budgets; budgeting and accounting for leases and contracts; developing, conducting, and documenting audits; tracking and analyzing assets and preparing related schedules; and maintaining all related procedural documentation and compliance.

The Fiscal Analyst is distinguished from the Fiscal Specialist in that it performs professional fiscal duties requiring advanced accounting and/or budgeting training.

EXAMPLES OF ESSENTIAL DUTIES:

- Analyzes and reconciles the City's daily cash position to the bank accounts, reviewing various data such as cash receipts, outstanding checks, payroll, accounts payable, investment interest/principal payments, ACH/wire transfer activity, and subsidiary system imported financial data.
- Reconciles all bank and investment accounts monthly; prepares reconciliation reports and journal entries.
- Monitors account receivables and collection of delinquent accounts; process garnishments and liens through the State of Alaska.
- Performs reconciliation of general ledger accounts for all account receivables. Prints monthly financial and account reconciliation reports, reviews and verifies 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.
- Reconciles all grant activities; prepares monthly, quarterly and annual reports and journal entries.
- Audits accounts and records of receipts, expenditures, billings, debt financing, contracts, budget activities, cash and non-cash assets, accounting entries, equipment and supply inventories, and payroll and employee benefits.
- Provides supporting schedules for annual audit and assists in the audit preparation.
- Prepares reports for appropriate officials or agencies concerning audits, financial conditions and sources and applications of funds.
- Assists with revenue analyses, surveys, projections and financial data comparisons.

- Ensures accurate records are created, maintained and archived per the City's records retention policy and schedule.
- 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.
- Cross-train in other areas of coverage in the Finance Department and provides back-up support.
- 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. Five to seven 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.

Valid Alaska Driver's License or 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, carrying, pushing, pulling, stooping, bending, kneeling, crouching, reaching, twisting, feeling, talking, hearing, seeing and repetitive motions.

Functions of this position require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Light Work: Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. If the use of arm and/or leg controls require 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 #21-00060
FISCAL ANALYST
NS

710 Mill Bay Road
Kodiak, AK 99615
907-486-8653

hr@city.kodiak.ak.us
