ASHEVILLE, NORTH CAROLINA

Classification Specification

Financial Analyst - Civic Center
Job Code: 8515
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to perform accounts receivable, accounts payable, and financial oversight for the City's civic center and to serve as the division's liaison to human resources.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes event billing and settlements: reviews contracts for charges, commissions, and disbursements; prepares and sends invoices; distributes proceeds; maintains event attendance records; documents and records monies distributed from assigned accounts; and prepares and maintains related tax forms and reports.

Processes accounts payable: receives and reviews invoices; submits invoices and check requests; compiles and submits travel reimbursements; sends payments to vendors; and prepares and enters related information into accounting system.

Performs account reconciliations: reconciles procurement card accounts; receives and records revenues and expenses; balances assigned funds and accounts; and prepares and enters related data into accounting system.

Monitors Civic Center budget: inputs division budget into accounting systems; monitors account balances; performs budget transfers as needed; monitors revenues and expenditures to ensure compliance with approved budget; and advises supervisor of budget shortfalls and overages.

Serves as division liaison to human resources: enters payroll data; reviews, edits, and corrects employee data regarding pay and time accruals for vacation, sick, and overtime; enters requisitions for vacant positions; and assists with on-boarding process of new hires.

Coordinates cash handling policies for the Civic Center: develops and updates cash handling policies; trains staff regarding cash handling policies; monitors cash handling reports and records; manages related disciplinary actions when necessary; and prepares and submits cash reports as requested.

Communicates with supervisor, other City employees, clients, vendors, promoters, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, timesheets, budget reports, event settlements, tax forms, contracts, check requests, billing statements, revenue receipts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Accounting, Business, Finance, or a related field required; supplemented by three years of experience in accounting, office administration, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over

others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.