

City of Bellingham  
**Classification Specification**

CLASS TITLE	Financial Analyst
DEPARTMENT	Finance
UNION:	231
SG:	S-9
CS:	N
FLSA:	N
EE04CODE:	PR

**NATURE OF WORK:**

Under the direction of the Finance Director, supports financial decision-making by analyzing, auditing, interpreting and making recommendations which protect the City's assets and minimize financial liability of the City by assuring compliance with laws, codes and regulations governing financial operations.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Accountant 1 & 2 classification by its emphasis on establishing and monitoring key internal controls over finance and accounting related transactions. Prepares written reports to City departments and Finance Director for results of testing internal compliance with established internal control procedures. Reviews compliance with finance-related provisions of City-wide grants, contracts and agreements. Performs audits of external revenue sources, including business and sales taxes. Assists in implementation of external audit recommendations over finance-related internal control procedures. Performs financial analysis on specialized projects as assigned.

**SUPERVISORY RELATIONSHIPS:**

Work is performed independently under the general direction of the Finance Director. Works with Finance and Accounting staff to design and implement recommendations and procedures. Works in cooperation with State auditors to provide information related to internal control procedures and testing and to implement external audit recommendations. Work is frequently of a confidential nature requiring effective use of tact and diplomacy in reaching desired outcomes.

**ESSENTIAL FUNCTIONS:**

1. Responsible for establishing City-wide written internal control procedures for cash collection, receipting and transmittal or deposit of funds. Determines procedures and tests of cash controls. Conducts or oversees the testing of internal controls to ensure they are function as intended. Prepares written reports on the results of this testing to departments and to the Finance Director.

2. Monitors City-wide grants to ensure compliance with key financial provisions, including testing for allowable costs and ensuring grant billing is timely and in accordance with grant provisions. Prepares Schedules of Financial Assistance to report grant expenditures in accordance with requirements established by the State Auditor's Office.
3. Performs audits of external revenue sources. Establishes audit review procedures for business and sales tax receipts. Plans and conducts audits of returns to be selected on a sample basis. Interfaces with the Department of Revenue to resolve problems as needed.
4. Reviews selected City contracts and agreements to determine compliance with key financial provisions. Follows up exceptions noted and makes recommendations to improve compliance with contracts as needed.
5. Recommends and drafts policies and procedures for accounting and financial processes as needed. Establishes and maintains on-line accounting and financial policies.
6. Serves as a member of the City's Investment Committee.
7. Works with State Auditor's Office to provide information related to internal control procedures and testing. Works with City staff to ensure implementation of external audit recommendations.
8. Performs financial analysis of assigned specialized projects and makes recommendations as to what course of action to pursue.

#### **ADDITIONAL WORK PERFORMED:**

1. Performs related duties within the scope of the classification.

#### **KNOWLEDGE AND SKILLS:**

- Knowledge of finance related federal, State and local laws and regulations.
- A contemporary knowledge of the field of generally accepted accounting procedures and generally accepted audit standards.
- Ability to research and evaluate new laws and accounting and audit requirements.
- Ability to utilize a variety of spreadsheet, analytical and other computer software for testing internal controls and preparing reports for management.
- Excellent oral and written communications skills for conveying the purpose of internal controls and for reporting the results of internal control testing.
- Ability to function as a member of a management team.
- Ability to use professional courtesy and good judgement in communications with other employees and external agencies.
- Physical ability to perform required duties.

#### **WORKING ENVIRONMENT:**

The work is performed in an office environment with some travel between City of Bellingham locations. Works extensively at a computer workstation.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Bachelor's degree in accounting, finance or business administration required.
- A minimum of four years of accounting and/or audit experience required, preferably in a governmental environment.
- Demonstrated knowledge of generally accepted audit procedures and generally accepted auditing standards required.
- CPA or other professional designation desired.
- A combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

**PREPARED BY:** Therese Holm  
Lynne Hill, PHR  
7/00

**REVIEWED BY:** \_\_\_\_\_  
Therese Holm  
Finance Director

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