



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**FINANCE ANALYST**  
Classification Specification  
(Classified)

**DEFINITION**

Under general supervision of the Director of Finance or designee, performs responsible and complex financial analysis, and provides staff assistance to manage the full range of duties related to the day-to-day operations of the City's Finance Department. Incumbent will work with the City's Finance Department, performing a variety of activities that include: day to day oversight of Licensing, Permitting, Revenue collection and Accounts Payable processing and reconciliations.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Finance Analyst. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Analyze complex financial issues, evaluate alternative solutions, recommend and implement appropriate course(s) of action.
2. Oversee/supervise various functional sections within the Finance Department.
3. Ability to interpret and implement the City's Municipal Code, Purchasing, Accounts Payable, and Cash receipts policies.
4. Perform on-going monitoring of fund and account balances and monthly/daily cash activities.
5. Review, reconcile and approve payment requisitions.
6. Prepare monthly recurring journal entries.
7. Effective written and oral communication skills.
8. Participate in the development, proposal and maintenance of the Department's annual budget; inclusive of expenditures, revenues, grant-funding and special project accountability.
9. Administers assigned grant funds, compiles and monitors grant performance and drafts federal and state agency reports and documents; process drawdowns of grant funds; serves as point of contact with funding agencies.
10. Conduct research, collect and analyze financial data, respond to inquiries and coordinate with staff to provide grant documents for compliance and grant related financial audits conducted by regulatory agencies and city external auditors.
11. Respond to public records requests and coordinate audits and reviews.
12. Supervise subordinate(s) including training, assigning, monitoring and evaluating work.
13. Interpret and apply City ordinances and administrative rules and regulations affecting financial operations and personnel matters.

14. Work with confidential information.
15. Develop and maintain cooperative working relationships with internal employees and residents.
16. Knowledge of modern office practices and procedures.
17. Performs other related duties as required

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

A typical way to obtain the knowledge and skills would be graduation with a Bachelor's Degree in finance, business administration or a closely related field (accreditation shall be by a national or regional accreditation from a college or university that is recognized by the Secretary of the United States Department of Education); and three (3) years of experience performing accounting, budgetary, and financial analysis; *public sector experience is highly desirable.*

Successfully pass a personal background screening.

## **PREFERRED QUALIFICATIONS**

The position requires computer literacy and working knowledge of financial software systems (*'Eden Finance System' familiarity highly desirable*); Microsoft Office, Word, Excel and PowerPoint; ability to communicate using email programs; ability to understand and adhere to City policies for information technology.

### Knowledge, Skills and Abilities:

1. Knowledge of basic governmental accounting principles, practices and procedures involved in the preparation and processing of accounting records.
2. Skill in the operation of a variety of office equipment, including calculator, typewriter, and extended daily use of a personal computer/data terminal.
3. Ability to work independently, maintain financial and statistical records; identify issues and provide recommendation for solution.
4. Ability to make arithmetical calculation quickly and accurately.
5. Ability to perform clerical and financial record keeping work; follow verbal and written directions.
6. Ability to apply and detect errors in specific segments of a record keeping system, establish and maintain cooperative working relations.
7. Ability to interact and communicate effectively, both orally and in writing.

## **Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit for extended periods; to operate computers and standard business equipment; reach with hands and arms; and lift 20 pounds. The employee is frequently required to stand and walk.

## **WORK ENVIROMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee works under typical office conditions, and the noise level is usually quiet.