



CITY OF HAWTHORNE
FINANCE DEPARTMENT
SENIOR FINANCE ANALYST
Classification Specification
(Classified)

JOB SUMMARY

The Senior Finance Analyst, performs technical and administrative accounting work in maintaining the fiscal records and systems of the City.

SUPERVISION RECEIVED

The Senior Finance Analyst works under the supervision of the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Aides in interpreting and implementing official plans, policies and procedures to staff.
- Participates in the development, proposal and maintenance of the Department's annual budget; inclusive of expenditures, revenues grant-funding and special project accountability.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Aides in determining work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers; Performs or assists subordinates in performing duties; adjusts errors.
- Analyze complex financial issues, evaluate alternative solutions, recommend and implement appropriate course(s) of action.
- Performs on-going monitoring of fund and account balances and monthly/daily cash activities.
- Preparation and supervision of annual and quarterly State and Federal Reports.
- Aides in preparation and coordination of year-end reporting, including annual financial, single, and other arising audits.
- Aides in trouble shooting financial system issues that may arise from normal department functionalities (general ledger, payroll, accounts payable).
- Supervises and makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger.

- Conduct research, collect and analyze financial data, responds to inquiries and coordinates with staff to provide grant documents for compliance and grant related financial audits conducted by regulatory agencies and city external auditors.
- Performs periodic financial studies and analyses.
- Assists the Finance Director in the operation and maintenance of the City's central financial computer system.
- Supervises and maintains special accounts receivable.
- Work with confidential information.
- Effective written and oral communication skills.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from an accredited four-year college or university with a degree in accounting, business management, finance or a closely related field.
- Five (5) years of recent, paid, progressively responsible work experience in accounting.
- Any equivalent combination of education and experience.

Licenses, Certificate and/or Special Requirements

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Thorough knowledge of double entry accounting theory, principles, and practices, auditing theory and practices; internal control procedures, and bookkeeping and accounting procedures and systems, including computer applications.
- Skill in the operation of the listed tools and equipment.
- Ability to maintain effective accounting procedures, ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees and the public.

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 job. 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised:
CSC Approved: August 2022