

CITY OF WILLOWS

ADMINISTRATIVE ANALYST-FINANCE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the Administrative Services Director, the Administrative Analyst will perform a variety of financial and analytical functions for City Finance, support grant administration activity, perform routine to difficult accounting and administrative functions, provide financial and non-financial analysis of data and report results, maintain accounting records, and perform other related tasks as requested.

DISTINGUISHING CHARACTERISTICS:

The job incumbent has responsibility for performing all work related to the accounts receivable/accounts payable, payroll and business licensing functions of the City. Duties and responsibilities are performed in accordance with law, ordinance, and City policy. This position also performs a variety of human resources related assignments within broad procedural guidelines with minimal supervision and instruction.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision & direction directly from the Administrative Services Director.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Origination of accounts payable, cash receipts, and payroll.
- Maintenance of organized financial records.
- External reporting to other public agencies.
- Support services for various Department Heads.
- Accept and process applications and payments for various licenses, permits and fees.
- Financial and non-financial analysis and reporting.
- General accounting.
Maintain confidentiality of records and information concerning City employees including personnel files, medical records files, workers' compensation files and all performance and salary related information.
- Provide assistance to City staff and the general public matters regarding human resources.
- Assist with citizen service function (telephone and counter traffic).
- Ability to cross train into other City administrative functions
- Serve, temporarily, in the capacity of Administrative Analyst-City Clerk and Community Service Technician
- ***Establish and maintain City-wide training matrix***
- ***Maintain all human resource and personnel forms in current format***
- ***Provide new-hire orientation***

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- **Maintain current operating knowledge of City personnel rules, Fair Labor Standards Act, California IWO's, and basic knowledge of PERS rules and regulations**
- **Provide first line response to benefit questions**
- Maintain consistent attendance and punctuality
- Other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Associates Degree in Business Administration, Accounting, Public Administration, or related field and a minimum of two years in a public agency or corporate environment performing analytical and administrative duties highly desired. Upper division accounting or public administration coursework may serve to fulfill a portion of the experience requirement.

License/Certificate:

Possession of, or ability to obtain, a valid California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Methods of organization and maintenance of records and internal controls, office equipment operation, use of Microsoft Word and Excel.
- Principles and practices of governmental accounting and maintenance of financial records.
- Federal, State and local codes and ordinances relating to taxes, fees, licenses, permits and contracts.

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- Budgeting procedures and techniques.
- Safe work practices and related regulations.
- Principles of excellent customer service.

Ability to:

Analyze a variety of data in preparation and dissemination of information; take direction from a variety of sources; prioritize and manage tasks in order to meet deadlines; communicate and interact effectively with co-workers, regulatory agencies, and the public; prepare clear and concise written reports; adapt to various computer software and effectively obtain information from such software and manual records.

Skills to:

- Operate a computer with accuracy.
- Perform a variety of responsible clerical work without direct supervision.
- Interpret and apply policies, rules, laws, labor agreements and other standards appropriately in a wide variety of circumstances.
- Exercise independent judgment.
- Research, analyze and develop comprehensive reports on a variety of human resources and organizational issues and make appropriate recommendations.
- Maintain the confidentiality of privileged information.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during the course of work.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Administrative Analyst-Finance & Human Resources position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date