

FINANCIAL ANALYST



Human Resources Office 207 Lafayette PO Box 378 Winona, MN 55987	Phone: 507/457-8234 Fax: 507/457-8293 www.cityofwinona-mn.com e-mail: molson@ci.winona.mn.us
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APPLICATION DEADLINE: Friday, November 16, 2012, 4:30 P.M.

STARTING HOURLY WAGE RANGE: DOQ: \$20.40 to \$25.50/hour

JOB SUMMARY:

Serves as an analyst of financial data and is the liaison to the City's third party software vendor. Is a backup to the City Accountant, the Payroll Technician and the Senior Utility Accountant.

MINIMUM REQUIREMENTS:

- A four-year degree with a major in Accounting (with at least 6 courses in Accounting)
- Three years of supervisory experience is preferred
- Computer experience with Word and Excel for Windows

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT THE FOLLOWING:

- City of Winona application must be completed
- Completed Supplemental Questionnaire (attached to application)
- Resume desired

RETURN APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE TO:

City Hall, Human Resources Office
207 Lafayette
PO Box 378
Winona, MN 55987

EXAMINATIONS:

1. Qualifications Rating - Pass/Fail
Must meet minimum requirements listed
2. Assessment of Application and Supplemental Questionnaire
3. Panel Interview/Presentation
4. Merit Board Interview

EXAMINATION INFORMATION:

You must pass each examination in order to proceed to the next step.

RESULTS OF EXAMINATION:

- Candidates will be notified by mail or e-mail of the final results within approximately 20 days of taking the examinations.

APPLICATION INFORMATION:

- If you are an eligible military veteran and wish to claim Veteran's Preference, you must complete the Veteran's Preference section of the application.
- Driver's license and/or criminal history checks will be conducted for all positions
- Medical physical may be required
- Pre-employment drug screenings are required for all positions

DUTIES AND ESSENTIAL FUNCTIONS:

- Prepares analysis of data
- Understands and maintains the City's third party software programs including supervision, updates, training and security
- Communicates with the City's third party software vendor regarding problems, concerns, questions, suggestions and updates.
- Maintains the assessments on the City's information system
- Reviews year-end processes
- Assists in the preparation of the City budget
- Works with the Finance Director to plan and review computer system projects
- Works on and with the auditors on the Comprehensive Annual Financial Report Responsible for and works with the auditors on the Single Audit (Federal)
- Assist with the answering of the Finance telephone
- Ability to work as a team member and to establish/maintain effective working relationships
- Knowledge of accounting procedures
- Excellent computer and graphic skills
- Ability to communicate effectively
- Ability to provide very good customer service

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 frequently sits, talks or hears and uses hands to finger, handle and feel; occasionally stands, walks, stoops, kneels, crouches or crawls and reaches with hands and arms. This employee may lift 5-25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.