

# Housing Authority of City of Milwaukee

## CLASS SPECIFICATION TITLE:

### Finance Analyst

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	1	Exempt	Accounting	Finance Director

#### **CLASS SUMMARY:**

This position is responsible for analyzing, monitoring, and preparing financial accounts and reports. Responsibilities may include monitoring grants; preparing reports; and performing related financial tasks.

#### **TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

1.	Monitors grants, bond issuance, and other financial activities to ensure proper completion.
2.	Prepares requests for revisions to grant budgets.
3.	Prepares financial reports to ensure compliance with laws and regulations.
4.	Settles accounts related to general ledger.
5.	Prepares payroll interface to ensure timely processing of payroll.
6.	Performs other duties of a similar nature or level.

#### **TRAINING AND EXPERIENCE** (positions in this class typically require):

Bachelor's degree in Accounting or related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **LICENSING REQUIREMENTS** (positions in this class typically require):

Licensing Requirements:

- None

#### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- Financial principles and practices;
- Applicable federal, state, and local laws, rules, and regulations;
- Financial requirements related to grants;
- Computers and related software;
- Budgetary principles;
- Methods of analyzing and preparing financial reports;
- Mathematical principles;
- Methods of settling accounts;
- Payroll interfaces.

#### **SKILLS** (position requirements at entry):

Skill in:

- Using computers and related software;
- Analyzing and preparing financial reports;
- Settling accounts;
- Analyzing financial activities;
- Preparing payroll interfaces;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

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Finance Analyst

### **Independent Judgment/Decision Making/Problem Solving:**

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and preforms needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

### **SIGNATURES:**

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
SUPERVISOR