

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Senior Finance Analyst

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	Accounting	Finance Director

CLASS SUMMARY:

This position is responsible for performing complex financial analysis, monitoring, and reporting. Responsibilities may include preparing budgets; reconciling accounts; and preparing financial statements.

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

1.	Prepares budgets for a wide range of assigned areas, including: conducting research to determine potential department needs; determining costs associated with department needs; recommending priorities for budget use; and performing related tasks.
2.	Monitors budget use of assigned areas; communicates with staff regarding excessive budget use.
3.	Reviews invoices for accuracy; processes invoices for payment from appropriate accounts.
4.	Reconciles checking and related financial accounts; resolves issues related to accounts.
5.	Prepares financial statements and reports for the board, component units, agencies, and other areas.
6.	Performs other duties of a similar nature or level.

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

Bachelor's degree in Business, Accounting, or related field; 4-6 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:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Accounting principles and practices;
- Budgetary principles;
- Financial accounts;
- Methods of reconciling accounts;
- Methods of preparing financial statements and reports.

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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.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Preparing budgets;
- Monitoring budget use;
- Reconciling accounts;
- Processing invoices;
- Preparing financial statements and reports;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

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