

ANALYST - FINANCE

The City of Harrisburg is accepting applications for an Analyst in the Department of Administration, Bureau of Financial Management. The position of Analyst is a management position directly responsible for assisting with the City's accounting, grant, budgeting, and purchasing systems. The individual in this position will become familiar with the functions, operations, policies, practices and procedures of the Bureau of Financial Management in order to provide assistance to various staff members within the Bureau. This position is directly supervised by the Director of Financial Management with additional supervision provided by bureau/office staff. This is a management, FLSA-exempt position.

Applicants should possess a bachelor's degree or an associate degree in Accounting, Finance or related field from an accredited college or university; minimum of two (2) years of progressive experience in accounting and financial reporting in governmental, non-profit or private sector; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C or equivalent is also required.

The annual salary range is \$45,000 to \$48,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE**Grade: M-10****ANALYST – FINANCE****DEPARTMENT OF ADMINISTRATION – BUREAU OF FINANCIAL MANAGEMENT****DEFINITION**

The position of Analyst is a management position directly responsible for assisting with the City's accounting, grant, budgeting, and purchasing systems. The individual in this position will become familiar with the functions, operations, policies, practices and procedures of the Bureau of Financial Management in order to provide assistance to various staff members within the Bureau. This position is directly supervised by the Director of Financial Management with additional supervision provided by bureau/office staff. This is a management, FLSA-exempt position.

JOB LOCATION

Work is typically performed at the Rev. Dr. Martin Luther King, Jr., City Government Center. The position requires the use of a personal computer, Microsoft Office Suite/Office 365, financial software, copier, fax machine, scanner and other related office equipment. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, some evening and weekend work is required.

ESSENTIAL FUNCTIONS

The Analyst will work closely with and assist multiple staff members of the Bureau of Financial Management and is required to attain a thorough understanding of the organizational structure of the City (i.e., funds, departments, bureaus/offices and divisions). The Analyst is expected to become familiar with the personnel and organizational responsibilities/duties of assigned City departments.

Develops an understanding of the City's budgeting and accounting processes and financial management software, including familiarization with voucher, encumbrance and budget transaction processing, filing system maintenance, and chart of account administration. Comprehends various monthly, quarterly, and annual reports and their relationship to the financial system and outside regulatory, governmental and municipal entities.

Develops an understanding of the City's procurement process, including extensive review of the purchasing policy and procedures, public bid requirements, specification assessment and analysis. Comprehends the purchasing system for approving and tracking specific purchases at various stages, including contract creation, analysis and administration and review for risk management purposes and insurance requirements.

Develops an understanding of the City's grant management process, including identifying potential grant funding opportunities, interpreting guidelines for various state and federal grant programs, writing, reporting and compliance, as well as management of the City's grants database.

JOB TITLE**Grade: M-10****ANALYST – FINANCE****DEPARTMENT OF ADMINISTRATION – BUREAU OF FINANCIAL MANAGEMENT****ESSENTIAL FUNCTIONS (CONT.)**

Creates letters, memoranda, complex accounting and financial statements, investigative reports, lists, statistical tabulations, technical reports and data. Assists with the preparation of the City's Annual Budget and Mid-Year Fiscal Report. Attends all budget hearings and other meetings as required. Maintains regular, punctual and predictable attendance. Reports to work and remains at work in a productive condition that includes not being under the influence of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers and the general public. Completes all assignments in an efficient, consistent and timely manner.

NON-ESSENTIAL FUNTIONS

Other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITILES

- Understanding of accounting principles/theory and ability to perform accounting, accounts payable and financial reporting functions.
- Thorough knowledge of Microsoft Office Suite/Office 365 (Outlook, Excel, Word, Access)
- Ability to learn eFinance and various other financial software.
- Ability to present facts effectively and concisely in oral and written forms.
- Ability to work with numerical figures in an accurate and precise manner.
- Ability to independently carry out studies and formulate recommendations based on factual data.
- Excellent organizational skills, with the ability to multi-task effectively and manage various projects independently and systematically.
- Ability to complete all work in a timely manner toward deadlines expressed or assumed.
- Ability to communicate effectively with all levels of employees.

QUALIFICATIONS

Bachelor's degree preferred, or an associate degree in Accounting, Finance or related field from an accredited college or university; minimum of two (2) years of progressive experience in accounting and financial reporting in governmental, non-profit or private sector; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. A valid Pennsylvania Driver's License, Class C or equivalent is also required.