

FINANCIAL MANAGEMENT ANALYST
(Finance, Budget and Procurement Analyst)

Non-Union Grade 10

Salary Range (FY15) \$55,194 to \$72,592

Definition

Under the direction of Finance Director, performs responsible professional and administrative work assisting the Finance Director, Director of Human Resources and Town Manager with research, data collection, study and reporting for all areas of budgeting and financial analysis. The incumbent provides support for contract and benefits administration, procurement, capital and other strategic planning, and carries out special projects and analyses, as needed. The incumbent may also be assigned to serve on a regular or ad hoc basis as staff analyst liaison to various Town boards and committees.

Distinguishing Characteristics

Reporting to the Finance Director, the Finance and Budget Analyst's primary responsibility is to provide assistance with financial reporting, planning and analysis. Duties are performed independently or as part of a group.

Makes frequent contact with various Town departments and staff, has some interaction with various boards and committees, and other elected and appointed officials.

Errors and poor performance could result in delay and confusion and in adverse publicity, missed deadlines and possible financial and legal implications.

Has access to and may be involved in analysis of confidential materials and information.

Meeting attendance and/or awareness of financial matters before various Town boards and committees.

Essential Functions

Assists with preparation and dissemination of the Town-wide departmental budget instructions and forms; provides budget preparation assistance to General Government departments; collects and compiles all annual Town budgets and reviews same for accuracy and completeness.

Compiles and maintains the Annual Town-wide Financial Plan and the Town's Five-Year Capital Plan. Conducts requested financial analyses in support of these plans and other on-going Town operations. Assists in establishing metrics and tracking, and conducts research and analysis for collective bargaining, utilities, and healthcare, purchasing and related areas.

Assists with preparation of all financial, budget and planning presentations as needed and under the direction of the Finance Director, Town Manager and Director of Human Resources such as monitoring department budgets for compliance, trends and budget projections; develops specialized budget reports; creates charts, graphs and tables for effective presentation of information; conducts compensation/benefit studies and reports.

*Financial Management Analyst
Town of Sudbury*

Performs skilled financial work utilizing financial software reporting tools to develop executive financial reporting, develop revenue and payroll reporting.

Conducts policy, program and issue research, evaluation, and analysis and produces detailed written reports as requested for the Finance Director, Town Manager, and Asst. Town Manager/Human Resources Director. Also assists with policy development for operational finance and financial information systems as well as strategic financial policies for adoption by the Board of Selectmen to ensure congruence with policy maker expectations.

This position will also be responsible for project management for implementation of additional financial, procurement and human resources modules to existing MUNIS system as well as developing internal controls and overseeing record retention projects for the Finance department.

Develops and implements purchasing and contract management instructions, policies, and procedures. Develops and administers purchasing system for the Town. Reviews, evaluates, and recommends changes to Town procurement policies and procedures. Maintains debt schedules and participates in debt issuance/management discussions with the Treasurer, Finance Director, Town Manager, and external financial advisors. Participates in rating agency presentations.

Provides financial information to external entities under the guidance and direction of the Finance Director.

Serves as staff liaison to various committees appointed by the BOS.

Performs other related duties as assigned.

Knowledge, Abilities and Skills

Demonstrated oral and written communication skills; excellent interpersonal skills; and the ability to work effectively with all levels of personnel. Ability to work effectively and productively under time constraints to meet deadlines. Proficiency in basic business math and statistics. Proficient in the use with Microsoft Office Suite including word processing, spreadsheet and presentation software; working knowledge of databases and networking; good keyboard skills. Highly motivated; ability to take initiative; and proven leadership abilities.

Preferred: Relevant work experience. Knowledge of state and local regulations pertaining to municipal finance and property taxes. Working knowledge of municipal operations, public policy, and/or budget preparation. Familiarity with MUNIS.

Minimum Education and Experience

Bachelor's degree in Government, Public Administration or related field, plus one to three years of experience in budgeting, finance, accounting, or related field; or any equivalent combination of education and experience.

Preferred: MCPPO certification in one or more designations or required enrollment in certification courses within 12 months of being hired.

Physical Requirements

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 is frequently required to sit, talk, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges; close vision for working with numbers. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Financial Analyst

Town of Sudbury

The Town of Sudbury seeks qualified and experienced applicants for the position of Financial Management Analyst. Responsibilities include financial reporting, planning and analysis for the Finance and Human Resources Departments with research, data collection, study and reporting for budgeting and financial analysis. The incumbent provides support for contract and benefits administration, capital and other strategic planning, procurement, and carries out special projects and analysis, as needed. Requires high degree of accuracy, ability to work independently, proficiency and creativity with Excel spreadsheets and Powerpoint. MUNIS experience is desired. Preference given to applicants with municipal experience.

Candidates *must* meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. *Starting* salary range is \$55,194 to \$61,928 with room for growth; excellent benefits. Send letter of interest/resume via e-mail to bilodeaum@sudbury.ma.us. Resumes accepted until March 6, 2015. AA/EOE