

MAJOR FUNCTIONS

This is a professional financial services position responsible for the independent processing, review, and analysis of a variety of complex financial transactions and operational functions within one or more assigned areas of the Finance Department, including but not limited to Accounts Payable, Accounts Receivable, Payroll, and Purchasing/Procurement support. The Financial Services Analyst performs work requiring the consistent application of accounting knowledge, regulatory understanding, and analytical skills to ensure accurate, timely, and compliant financial operations. The incumbent operates with a significant degree of independence in carrying out assigned duties, exercises professional judgment in resolving complex processing issues, and contributes meaningfully to compliance monitoring, reconciliation activities, and system and process improvement efforts. This position distinguishes itself from the Senior Financial Services Specialist by the broader analytical scope of work, greater emphasis on data analysis, reporting, and cross-functional problem-solving, and a stronger expectation of independent contribution to operational improvement. Work is performed under the general supervision of a Financial Services Coordinator, Financial Services Supervisor, or Finance Manager. Work is reviewed through reports, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Process and review complex financial transactions and documents within one or more assigned functional areas, including but not limited to invoices, payment requests, disbursements, receipts, payroll entries, adjustments, and reconciliations, ensuring accuracy, compliance, and adherence to applicable policies and internal controls. Perform analytical review of financial data, transaction records, and account activity to identify errors, discrepancies, trends, or compliance exceptions; research and resolve issues independently or escalate with documented findings and recommendations. Prepare, review, and reconcile financial reports, subledger accounts, payment logs, aging schedules, and other financial records to support operational accuracy and period-end reporting requirements. Monitor transaction workflows and processing queues for completeness, accuracy, and compliance with established policies, procedures, and applicable state and federal regulations; identify and communicate process gaps or systemic issues to senior staff or supervision. Serve as a functional resource for departmental customers, employees, vendors, and other stakeholders; respond to complex inquiries, research account or transaction issues, and communicate resolutions clearly and professionally. Assist in coordinating interdepartmental financial activities including year-end closeout processes, regulatory and tax reporting obligations, and special reconciliation or audit support projects. Participate in the testing, implementation, and upgrade of financial system modules, workflows, and forms; contribute to the development or revision of desk procedures, user guides, and process documentation. Provide guidance and technical assistance to other staff on transaction processing, system usage, and applicable policies; may review the work of lower-level staff for accuracy and completeness in support of a supervisor or coordinator. Utilize the City's financial management system and related tools to enter, retrieve, and analyze financial data; generate and interpret standard and ad hoc reports to support operational and management needs. Maintain confidentiality and integrity in the handling of all sensitive financial and personnel information.

Other Important Duties

Serves as a team member on various departmental project teams as needed. May provide direction to subordinate or temporary workers. Performs the functions of the Payroll Supervisor in his/her absence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills**

Working knowledge of governmental accounting, financial processing principles, and applicable GASB and GAAP standards as they relate to assigned functional areas. Working knowledge of applicable federal, state, and local laws and regulations governing municipal financial operations relevant to assigned duties, including but not limited to the Florida Prompt Payment Act, IRS reporting requirements, and applicable procurement statutes. Working knowledge of enterprise financial management and timekeeping systems (ERP); familiarity with PeopleSoft Financials or a comparable platform preferred. Ability to independently process complex financial transactions and perform analytical review of financial data with a high degree of accuracy and attention to detail. Ability to identify and research transaction errors, reconciling items, and compliance exceptions, and to develop and communicate clear, well-supported findings and recommendations. Ability to communicate financial and procedural information clearly and concisely, both orally and in writing, to colleagues, management, customers, and external parties. Ability to organize and prioritize multiple assignments, manage competing deadlines, and perform work with a significant degree of independence under general supervision. Ability to establish and maintain effective working relationships with coworkers, supervisors, departmental customers, and external stakeholders. Proficiency in Microsoft Office Suite, particularly Excel, including the ability to build and use formulas, filters, pivot tables, and data validation tools for financial analysis and reconciliation purposes. Ability to maintain strict confidentiality and integrity in the handling of sensitive financial and personnel information

Minimum Training And Experience

Possession of a bachelor's degree with major coursework in accounting, finance, public administration, business administration, information systems, or a closely related field, and four years of experience providing financial services to internal or external customers, which includes the use of a financial management, accounting, or timekeeping system; or possession of an associate's degree with major coursework in a related field such as accounting, finance, business, public administration, or similar, and six years of related experience; or an equivalent combination of education, training, and experience.

Established: 07-18-09

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