



Job Description

Position: Financial Analyst
Primary Location: Town Hall
Employment Status: Part-time, Hourly, Exempt
Reports To: Chairperson/Finance Committee
Description Updated On: October 6, 2021

Summary/Objective

The Financial Analyst provides a range of financial, and administrative duties in support of the Finance Committee keeping with established department policies and operating procedures. Performs assigned financial analyses, planning and/or budgeting activities. The employee is required to perform all similar or related duties.

Essential Functions

- Performs a range of financial services including but not limited to assisting departments to prepare their operating and capital budgets and related supporting documents.
- Prepares financial analyses and spreadsheets as required; reports on:
 - The impact of wage and benefit increases
 - Changes in revenues, expenses and capital projects
 - The overall budget and available funds
 - The impact of additional debt to the Town's budget
- Prepares financial reports with regard to tax rate and cash flow.
- Acts as a liaison between the Finance Committee and various town boards/committees.
- Conducts independent research on various topics as directed by the Finance Committee.

Required Qualifications, Education, and Experience

Bachelor's degree in Accounting or Finance and a minimum of five (5) years of experience in municipal government or corporate finance, or Master's Degree, CPA, or MBA with a minimum of three (3) years of experience in municipal government or corporate finance.

Knowledge, Skills & Abilities

- Thorough knowledge of municipal accounting practices and budgetary functions and techniques; working knowledge of office procedures and practices as well as legal terms and phraseology and the effective utilization of office equipment. Proficient in financial software applications, word processing and spreadsheet applications.
- Proficient in the use of the Internet and email systems in support of department operations and research.
- Excellent in customer service, organizational skills, written and oral communication skills. Ability to establish and maintain effective working relationships with department heads, employees, and the

public.

- Ability to:
 - Plan and prioritize work, and to perform multiple tasks in a timely and accurate manner.
 - Work with and maintain highly sensitive information and to update and maintain detailed records, work independently, and be detail oriented.
 - Follow directions and to conduct independent research and retain information in a detailed, accurate manner.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Analyzing/examining/testing data
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on an hourly basis.
- This is a part-time position not to exceed 19 hours per week, requiring attendance of the regularly scheduled Finance Committee meetings, and other meetings as needed. Regular office hours should be kept.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____