



FINANCE & COMPLIANCE ANALYST

SALARY RANGE -FULL -TIME HOURLY

\$41,937 - \$56,870 - Annually

Position Summary

Under the general direction of Director of Finance performs a wide variety of analytical and administrative work in support of the City's Finance Department. The position is also responsible for preparing and monitoring capital projects and contracts, as well as performing project research and development for the City.

ESSENTIAL FUNCTIONS:

- Reviews contracts, budgets, purchase orders, periodic cost summaries and invoices for compliance with statutory provision; prepares payments;
- Resolves problems with invoices, purchase orders, and checks, including contacting City employees and/or vendors to rectify discrepancies;
- Performs analytical information annually as needed for budget;
- Coordinates and participates in City and other governmental meetings related to capital projects, grant needs and applications; participates in meetings and discussions in which decisions affecting City projects are made; reviews recommendations for new grant opportunities;
- Conducts research, coordinate and monitors federal, state, local and private grants in accordance with applicable standards, regulations, and guidelines;
- Maintains accounts of all projects, assists in budget preparation and analysis; prepares and administers budget in relation to assigned projects;
- Assists in the audit process;
- Additional duties as may be assigned.

MINIMUM QUALIFICATIONS:

Position requires a Bachelor's degree preferably in Accounting, Public Administration or closely related field and three to five years of related experience. Knowledge of accounting practices especially related to government finances; federal and state payroll laws; principles and practices of financial management; computer proficiency, problem solving, ability to read and interpret applicable City and departmental policies and procedures.

PLEASE APPLY BY SENDING A COVER LETTER AND DETAILED RESUME:

City of Athens, Human Resources Department, 508 E. Tyler, Athens, TX 75751
Phone: 903-677-6639 FAX: 903-675-7562 Email: humanresources@athenstexas.us

This position is open until filled. The City of Athens is an Equal Opportunity Employer and values diversity in its workplace. Applicants selected as finalists for this position will be subject to a comprehensive background check.