

# **CITY OF MANCHESTER**

**HUMAN RESOURCES DEPARTMENT**

**ONE CITY HALL PLAZA**

**MANCHESTER, NH 03101**

**TEL: 603-624-6543 (VOICE/TTY)**

**FAX: 603-628-6065**

**WEB SITE: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)**



## **FINANCIAL ANALYST I**

(Announcement Number R-039-14)

Grade 19

Starting Salary: \$48,888.98 – plus comprehensive benefits package

Exempt

### **THE JOB:**

Performs budgetary, accounting and related financial analysis duties and fiscal oversight for the Department of Public Works, including training, coordinating and directing the work of accounting personnel. Performs financial analysis on government services to ascertain appropriate fee structures; develops a portion of and/or a complete capital budget in an assigned area; coordinates the work of and provides technical assistance to professional staff in the monitoring and managing of budgeted resources and other administrative issues; negotiates agreements for the service and capital projects with public and private agencies; performs various accounting functions, including full general ledger maintenance and systems reports, fixed asset accounting and reporting, trust fund accounting, account reconciliation, and special reporting requirements. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

Bachelor's Degree in Public Administration, Accounting, Finance or related field and a minimum of 4 years related experience in budgetary development, auditing, accounting operations and related; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests and a thorough background investigation.**

### **APPLICATION**

### **PROCEDURES:**

Candidates must complete a City of Manchester Employment Application available at City of Manchester website [www.manchesternh.gov/jobs](http://www.manchesternh.gov/jobs) or in person at HR Dept. City Hall Annex. Submission of a resume is optional.

### **OPENING DATE:**

Tuesday, August 12, 2014

**CLOSING DATE:** Open Until Filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*