



PROCUREMENT & FINANCIAL ANALYST JOB DESCRIPTION

JOB TITLE: Procurement & Financial Analyst	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Finance Director
PAY GRADE: 131	DEPT: 1300 Finance	STATUS: <u>FT</u> PT <u>EXEMPT</u> NON-EXEMPT BARG UNIT <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible for analyzing and monitoring purchasing and financial data, while providing operational support to the Finance Department. Aids the Finance Director in procurement management and financial analysis to maintain fiscal accountability and optimize efficiency.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists departments with Village procurement, including but not limited to, obtaining quotes, purchase orders, requisitions, contract implementation all in accordance with the Village's purchasing ordinance, accounting policies and procedures, and Federal and State procurement policies related to grants.
- Reviews and approves all requisitions to ensure compliance with the purchasing ordinance, verifies proper documentation is obtained, and confirm accurate recording of the requested product or service in the appropriate general ledger account.
- Responsible for preparing journal entries such as interest distributions, bank fees, etc.
- Reviews, records, and organizes cash receipt batches while scanning supporting documentation for all departments. Prepares and processes cash receipt batches for the Finance Department, integrates Parks & Recreation transactions from the Rectrac system into the general ledger, and reconciles data with provided backup documentation.
- Responsible for recording revenues received by ACH to the general ledger.
- Prepares, monitors, and records all lease agreement payments.
- Prepares daily and monthly bank reconciliations for operating account.
- Prepares monthly investment bank reconciliations and associated journal entries.
- Reconciles various general ledger accounts as assigned.
- Prepares and monitors grants reimbursements while maintaining grant applications and status reports for accurate recordkeeping and auditing.
- Assists with fiscal year end closing of financial records.
- Collect monthly garbage fees billing information and provides to sanitation hauler.
- Prepares monthly statement of impact fees by type.
- Manages FEMA reimbursement processes and monitoring, tracks expenditures related to Declared Emergencies, and works with FEMA and insurance providers to facilitate reimbursements and audit claims.
- Analyzes current accounting data and purchasing information to ensure compliance with governmental laws and regulations.
- Provides backup for payroll and other finance roles as needed.

OTHER DUTIES:

- Assists with annual financial audit.
- Conducts research and prepares reports on special projects as needed.
- Scans various documents to Laserfiche.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- Bachelor's degree in public administration, accounting, finance, business administration or related field with two (2) years experience or Associates degree with four (4) years experience. Experience should be progressive responsibilities in governmental accounting procedures and financial analysis or professional financial/accounting experience.
- Any related equivalent combination of education, training, certification and/or experience.

Knowledge, Skills and Abilities:

- Extensive knowledge of governmental accounting methods, maintenance of fiscal records and established procedures in a public agency.
- Considerable computer knowledge with Excel, Work, Outlook, and knowledge of or ability to learn mainframe accounting packages, such as AS400/Naviline, Laserfiche, payroll software or other software packages.
- Working knowledge of audits.
- Ability to handle complex problems encountered on a daily basis, exercise initiative and sound judgment using knowledge acquired through training and experience.
- Excellent analytical, written and verbal skills.
- Ability to organize and schedule multiple projects and meet deadlines.
- Ability to establish and maintain effective working relationships with supervisors and other employees.
- Ability to communicate effectively orally and in writing.
- Completion of FEMA/NIMS ICS Training as required as well as ongoing training to remain up-to-date on required documents for claims submittal.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

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 regularly required to stand, walk, sit, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, and

occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Computer, printer, scanner, calculator, adding machine, copier, typewriter, and other associated equipment. Specific computer software such as Microsoft Office, Laserfiche, AS400/Sunguard/Naviline and other misc. programs.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing 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 rarely works in outside weather conditions, but may be asked on occasion to work events or special functions outside, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview, background, criminal, credit and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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