



# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810  
[www.santafenm.gov](http://www.santafenm.gov)



## Recruitment Announcement # 2010-059A

<b>POSITION TITLE:</b>	<b>Financial Analyst</b>	<b>SALARY RANGE:</b>	<b>\$20.44</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>FLSA/UNION STATUS:</b>	<b>NOT COVERED/COVERED</b>
<b>PERIOD TO APPLY:</b>	<b>11/17/09-11/30/09 (NO LATER THAN 5:00 P.M.)</b>	<b>POSITION STATUS:</b>	<b>CLASSIFIED FULL TIME</b>
<b>SUPERVISOR:</b>	<b>Angelica Salazar</b>	<b>WORK LOCATION:</b>	<b>Accounting</b>

\*\*\*\*\*

### GENERAL PURPOSE

Performs a variety of professional duties related to compiling, updating, reporting, and maintaining financial information utilizing financial accounting, spreadsheet, amortization, and report-writing software programs.

### SUPERVISION RECEIVED

Works under the general direction of an assigned supervisor.

### SUPERVISION EXERCISED

May provide close to general supervision to assistant staff as needed.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Maintains, reviews, analyzes, corrects, and reconciles financial data and transactions in accordance with generally accepted accounting principles and governmental accounting standards; reviews, compiles, and analyzes the City of Santa Fe Comprehensive Annual Financial Report (CAFR); compiles and prepares governmental financial statements for inclusion in the Comprehensive Annual Financial Report.

Researches, compiles, and reports federal, state, and local grant-related financial information in compliance with contracts; accesses confidential data to resolve problems involving grant budgets and to ensure compliance.

Designs and develops financial reports and statements utilizing the financial system report writer and advanced spreadsheet software applications.

Analyzes, assesses, and makes recommendation regarding financial software issues and problems; provides formal training and on-going financial system support to users as well as supporting accounting personnel.

Reviews, analyzes, and makes recommendations on departmental budgets.

Prepares, evaluates, monitors, and reconciles accounts; including, personnel services, operating and capital outlay purchases, and special funds on a daily, monthly, quarterly, and annual basis; reconciles multiple cash accounts, and leases, utilizing spreadsheet and software applications.

Applies revenue and expenditure methodologies to produce forecasts and projections; analyzes, monitors, and adjusts collected data, including journal entries, using standard statistical/mathematical techniques.

Prepares fund cash analyses and determines fund cash availability.

Assists in budget mid-year review and fiscal year close-out procedures.

### MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited college or university with a Bachelor's degree in accounting or related field; **and**
- B. Four (4) years experience in accounting or closely-related field; **or**
- C. An equivalent combination of education and experience.

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810  
[www.santafenm.gov](http://www.santafenm.gov)



## KNOWLEDGE, SKILLS, AND ABILITIES:

**Extensive knowledge of:** accounting theory, principles, and practices; accounting and auditing standards (governmental preferably); complex financial statement preparation; advanced statistical methods; spreadsheet software and financial report writers; and general office procedures

**Skill in:** evaluating and resolving complicated accounting problems; using computers, software applications, and financial systems; effective communication; and interpersonal relations.

**Ability to:** apply accounting theory, principles, and practices to financial systems maintenance.

## SPECIAL QUALIFICATIONS:

None.

## WORK ENVIRONMENT:

Work is performed in a typical office setting with appropriate climate controls and exposure to VDT's and CRT's. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting (for long periods of time), and reaching are required in the normal course of essential job duty performance. Must be able to lift 25 pounds. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, and discriminating thinking.

**TO APPLY:** Submit a completed City of Santa Fe application to the Human Resources Department, City of Santa Fe, 200 Lincoln, or mail to P.O. Box 909, Santa Fe, New Mexico 87504-0909 **or apply online at [www.santafenm.gov](http://www.santafenm.gov)**. Applications become public record upon receipt and may be made available for public inspection upon request. Resumes will not be accepted in lieu of the city application form.

**When required of the position, attach a copy of high school/GED, college education, certification(s) or license(s).** Pre-placement physical exams are required.

***Incomplete applications may delay or exclude consideration of your application.***

EEO/AA