



Walnut

ALWAYS ELEGANT. ALWAYS FRIENDLY.

FINANCE ANALYST

City of Walnut, California

Salary: \$67,848 - \$86,592 annually.

Plans, organizes, and directs the functions of general accounting, auditing, cash management, revenue collection, fiscal data processing, budgeting, purchasing; other financial management activities of the City, including general ledger, payroll, accounts payable, accounts receivable, fixed assets, treasury functions, business license administration; manages the preparation of the City's annual budget; assist in preparation of the Comprehensive Annual Financial Report, State Controller's Report and other financial reports; coordinates assigned activities with other departments and outside agencies, and performs related duties as required.

Demonstrate understanding of fund accounting and methods for maintaining high productivity in a positive environment. The preferred candidate will possess strong communication (oral and written) and organization skills, analytical abilities and desire to guide, direct and mentor Finance staff. Advocate for best practices through partnership with City's leadership and employees; serve as Deputy Treasurer. The ideal candidate will have the ability to analyze and interpret analytical, financial, statistical and accounting reports. Plan, organize, assign and supervise professional, technical and clerical subordinates in a manner conducive to improving or maintaining high levels of performance and positive interpersonal relationships and morale. Establish and maintain effective working relationships with subordinates, other employees, intergovernmental agencies and general public. The desirable candidate will have five years of increasing responsible financial accounting and management experience, preferably working in a municipality as a Finance Officer, Finance Manager, or similar position. A Bachelor's Degree in Accounting, Finance or Business Administration from an accredited college or university.

Applicants will need to submit the following: City of Walnut Job Application. Resume. Cover Letter Applications can be obtained at: Walnut City Hall located at 21201 La Puente Rd., Walnut, CA 91789, or at: www.cityofwalnut.org. Applications may be filed at Walnut City Hall, City Clerk's Office, 21201 La Puente Rd., Walnut, CA 91789 or via email at: rlayman@cityofwalnut.org. All applicants must complete an official City of Walnut application form; failure to do so will disqualify an applicant from consideration. All applications and materials must be received no later than the filing date and time, the position is: Open Until Filled. Faxes will not be accepted and résumés will not be accepted in lieu of official City of Walnut applications. Call: (909) 348-0703 City web site: www.cityofwalnut.org