



Job Posting

March 17, 2014

Position: Financial Analyst
Department: Auditing
Union: USW
Salary: Pay Class/ Grade 7 \$42,289.79 to \$52,988.06

DUTIES: Under general supervision, is responsible for functions of the accounting, budgetary and expenditures process. Using established procedures, analyzes departmental fiscal data, programs, grants and operations. Applies fundamental fiscal concepts, prepares written and oral budgetary recommendations for implementation in department budgets. Assists departmental management staff in analyzing revenue and expenditures trends during the fiscal year. Prepares short and long range budgetary projections utilizing economic forecasting and financial analytic techniques to assess the impact of budget changes and legislative requirements. Utilizes current organization-wide and/or department specific software to complete assignments.

QUALIFICATIONS: Possess a Bachelor's degree from an accredited college or university with a major in Business Administration, Accounting, Economics or related field. Have one (1) year of full-time work experience in financial analysis, business administration, general accounting, cost accounting, economic analysis, systems analysis, personnel administration, or related area. Knowledge of budgetary management and accounting principles, and procedures. Ability to utilize current word processing, spreadsheet, database, e-mail and Internet software. Knowledge of program analysis and evaluation. Ability to utilize computer software to provide fiscal analysis. Ability to plan and complete assignments within deadlines. Ability to recognize and correct fiscal practices and procedures. Ability to initiate improvements in fiscal operations. Ability to follow complex oral and written instructions. Ability to prepare and present complex and written and oral reports. Ability to perform standardized and statistical computations.

Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA 02150 or email jobs@chelseama.gov Application will be accepted until position is filled. The City of Chelsea is an Equal Opportunity Employer.