

ORDINANCE NO. 94-31 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF
FINANCIAL ANALYST IN THE FINANCE DEPARTMENT
FOR THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby established the position of Financial Analyst in the Finance Department for the City of Oberlin, Ohio, to work under the immediate supervision of the Finance Director, be in the unclassified non-competitive civil service of the City, and be in pay range 10.

SECTION 2. That the job description for the Financial Analyst in the Finance Department for the City of Oberlin as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - April 18, 1994
2nd Reading - May 2, 1994
3rd Reading - May 16, 1994

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: May 20, 1994

EFFECTIVE DATE: June 15, 1994

FINANCIAL ANALYST

GENERAL STATEMENT OF DUTIES

Assists in the collection, recording and analysis of financial data relating to the City operations including contracts, grants and other funding sources.

SUPERVISION RECEIVED

Works under the general direction of the Finance Director.

SUPERVISION EXERCISED

None.

JOB DUTIES

- Process payroll in accordance with current union and employee contracts. Verify the account numbers to assure compliance with budget provisions.
- Report payroll and pension information to state agencies in accordance with state mandated reports and deadlines. Assist in the transition of employees from active status to retirement.
- Assist and compile the Workmen's Compensation claims and incidents in accordance with State Law and established practices.
- Coordinates the preparation of bidding documents. Assembles bid packages with general conditions, specifications, bid forms, ect. Sets the bid calendar, notifies appropriate party of needed information and arranges advertisements of bids. Prepares contract documents for execution and notices to proceed.
- Maintains grant calendars of significant dates (required reports). Coordinates grant reporting and assists with the preparation of drawdown requests.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Required to have an Associate Degree in Administration, Accounting or related field. Extensive related experience in public sector may be considered in lieu of educational requirements. Ability to interpret technical writing, generate correspondence with legal implications. Knowledge of rules, regulations and laws affecting the operation of the public sector.

LICENSES AND CERTIFICATES REQUIRED

None

APPLICATION

The job description is intended to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

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Paygrade:	10
Civil Service Rating	Unclassified
F.L.S.A. Rating:	Non-exempt
Classification:	N/A

Approved: Civil Service Commission: April 27, 1994
City Council: May 16, 1994