



Finance Analyst - RFA

Job Description

Salary Range: RFA N16 \$59,436 - \$72,288

Union Affiliation: None

FLSA: Exempt

Job Summary:

The Finance Analyst is considered to be an individual contributor responsible for performing professional and analytical duties in various aspects of finance, payroll, accounting, and budgeting. Complete tasks according to established policies and procedures, work independently with limited supervision and contribute through knowledge, skills, and good work habits.

Supervision:

Reports To: Director of Administration

Supervises: None

Job duties/responsibilities:

Essential Functions: (Note: This position will perform tasks in several of the Analyst functional areas listed below.)

Payroll:

- Provide technical expertise concerning payroll issues, procedures, regulations, and laws and additionally provide solutions to problems in payroll that arise on a day-to-day basis.
- Audit information entered into the payroll system as well as information provided by support personnel to ensure RFA Policy, Labor Agreements and Federal and State laws are followed.

- Analyze, compute, and enter all aspects of payroll to include: download payroll timesheets into financial system, balance hours between systems, audit timesheets, enter employee maintenance, benefits and deductions, compute payoff figures, adjustments, garnishments, and process payroll.
- Research, analyze, and compute, all payroll adjustments as needed. Make recommendations to supervisor and provide explanation of calculations to employees.
- Review and audit payroll functions for accuracy and completeness and to detect and prevent errors.
- Prepare journal entries for reporting requirements.
- Prepare, wire, and send files such as direct deposits, positive pay, deferred compensation plans, Department of Retirement Systems, deductions, benefits, garnishments, payroll taxes, W-2's and all similar plans/reports.
- Prepares a variety of correspondence and documents for reporting requirements after each pay period is complete. Prepare and distribute reports for other departments and vendors.
- Implement terms of bargaining agreements, including the creation of new benefits and deduction plans, hour types, garnishments, shifts, and leave plans.
- Set up new employees into the financial systems.
- Prepare complex, routine, and ad hoc reports using report writing tools and software.
- Prepare routine and non-routine journal entries for the proper recording of payroll related financial entries.
- Monitor, reconcile, and analyze account balances; prepare necessary transfer documents to adjust appropriations/expenditures.
- Input, revise or delete a variety of financial and statistical data into a computer; audit and verify accuracy of information; balance and resolve discrepancies as needed.

Accounting and Budget:

- Prepare, identify and periodical budget performance and financial reports update projection of the RFA's financial position for significant changes.
- Prepare financial statements including balance sheets, income statements, and statements of cash flow.
- Assist in developing and distributing various instructions, forms, and worksheets, for preparation of budgets and financial reports.
- Assist as requested in budget preparation and obtaining required financial information; analyze budgets submitted by the departments; identify and resolve questionable items.
- Participate in revenue and cost projections including historical costs and revenues trends, current economy patterns, and future directions.

- Perform analysis related to service charges, cost allocations, financial impacts from contracts, agreements, and RFA policies; perform cost versus benefit analyses and other special studies, projects, and research.
- Identify and resolve problems in budget and financial reports and data processing systems.
- Analyze and reconcile the RFA's budget and accounting systems.
- Analyze financial impacts of internal and external factors.
- Prepare reports including narratives, statistical charts, layout and publication.
- Perform fiscal and program analysis and make appropriate recommendations. Use spreadsheets to perform "what if" analyses.
- Remain current with relevant technological advancements as it relates to field.
- Maintain regular, reliable, and punctual attendance; work flexible evening and/or weekend hours as required; ability to travel as required.

Standard Functions:

- Perform related duties as assigned.

Education, experience, and license requirements:

- Bachelor's degree in accounting, finance, business administration or related field.
- Three years of progressively responsible experience in accounting, budgeting financial analysis, and payroll.
- Or 5 years of relevant education and experience.
- Public sector experience preferred.

Knowledge, skills, and abilities requirements:

- Written communication skills, ensuring correct grammar, spelling, punctuation and vocabulary.
- Technical writing skills.
- Interpersonal skills using tact, patience, and courtesy.
- Effective, professional, and positive interactions with difficult individuals.
- Understand and follow direction given.
- Meet schedules and deadlines.
- Accurate advanced mathematical skills.
- Recordkeeping and data entry skills.
- Report preparation and distribution skills.
- Research and analytical skills.
- Problem-solving skills.
- Decision-making and conflict-resolution skills.
- Detail-oriented and organization skills.

- Use chart of accounts, laws, codes, policies and procedures that pertain to assigned duties.
- Proficiency in spreadsheet applications including math and financial, and macro functions.
- Financial and statistical analysis and research techniques.
- Ability to:
 - Compose, proofread, and edit correspondence.
 - Work independently.
 - Generate complex reports.
 - Analyze various sources of information and reconcile the inconsistencies.
 - Understand, interpret, apply and explain complex contracts, rules, regulations, policies and procedures.
- Knowledge of:
 - Advanced knowledge of Microsoft Word, Excel, Outlook, and Crystal Reports or other report writer software.
 - Pay, hour, taxes, benefit laws and regulations as applicable to Washington municipalities.
 - Methods, procedures and terminology related to payroll. Applicable laws, codes, regulations, policies and procedures.
 - State and local government organization, processes, and operations.
 - Governmental budgeting and accounting principles and practices as prescribed by laws, regulations, authoritative pronouncements, and the established standards of professional organizations.
 - Reporting requirements for payroll taxes and benefits.

Work environment/physical demands:

- The following represent the physical demands that must be met to successfully perform the essential functions of this job:
- 100% of work is performed in a typical office environment.
- Constantly operate a computer and other office equipment.
- Constantly communicate with City employees and customers.
- Lift or move items weighing up to 20 pounds on occasion.
- Noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

Renton Regional Fire Authority

Employee Benefits Non-Affiliated Positions



Medical/Dental/Vision Insurance

- Employees are offered a medical/vision coverage through Regence.
- HRA- Voluntary Employee Beneficiary Association Plan is a tax-free savings account funded by the RRFA to assist with costs not paid by the medical, dental and vision portion of the benefit. The RRFA contributes \$2000 for a single person or \$4000 for a family annually.
- The dental insurance plan covers services such as regular checkups, x-rays, fillings and crowns to an annual maximum of \$2,000. Orthodontia coverage is also provided.

Deferred Compensation Program

- The RRFA contributes **4%** of the employee's base wage rate into a deferred compensation retirement plan.
- Employees may also set aside a percentage of their earnings on a tax-deferred basis.

Retirement Plan

- Employees are enrolled in the State of Washington Department of Retirement Systems Plan (PERS).
- Both the employee and employer contribute to the plan.

Life Insurance

- A group term life insurance policy is provided to each employee at a value equivalent to the annual salary, up to \$200,000.
- Each eligible dependent is also provided with a \$1,000 policy. There is no cost to the employee.
- Supplemental insurance is available for employees and their dependents at group rates.

Long Term Disability Protection

- Many employees are provided with a long term disability policy up to the equivalent of 60% of their salary.

Flexible Benefits

- The RRFA offers employees the opportunity to open two separate tax-free accounts through salary reduction. One account is to pay for expenses not covered by health insurance and the other account is for child care costs.

Vacation

- Employees accrue vacation beginning with the first day of employment as follows: 12 days per year (0-5 years); 18 days per year (6-10 years); 21 days per year (11-15 years); 24 days per year (16-20 years); and 27 days per year (21+ years).
- Employees may access their vacation after six months of employment.

Sick Leave

- Upon employment, the employee receives a sick leave bank of 24 hours, with an additional 24 hours awarded after three months.
- Thereafter, sick leave accrues at the rate of four hours each pay period.

Employee Assistance Program

- A confidential counseling assessment and referral service is available without cost to employees and family members for help with personal, family or job-related problems.

Paydays

- The RRFA pays employees on the tenth and the twenty-fifth of each month (24 pay periods each year).

Holidays

- The RRFA recognizes ten holidays and offers two "personal" holidays each calendar year for most employees, unless otherwise specified in a labor contract.

Management Leave

- All non-represented employees that are non-overtime eligible shall be given a management leave bank of 56 hours.
- Non-accruable management leave is to be used within the calendar year that it is credited to employee's leave bank.
- Management leave may not be "rolled over" from one year to the next.

Casual Dress Code

- Employees may dress casually, subject to minimum standards outlined in SOP.