

# CITY OF UTICA

# NOTICE OF VACANCY

## THE CITY OF UTICA

announces that a vacancy exists in the City of Utica for

## FINANCIAL ANALYST

**Salary:** \$37,242 - \$41,517

**Classification:** CSEA, Competitive Position  
Membership in the NYS Retirement System is Mandatory  
Eligible for Health Insurance and Dental Insurance

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Department of Urban and Economic Development, Bureau of Section 8 Housing and involves responsibility for performing professional accounting work in the maintenance of financial records of the city and outside agencies. The work requires a thorough understanding of applicable federal and state laws, rules of the City Charter, procedures and policies. The work is performed under general supervision of a higher ranking employee with leeway allowed for the exercise of independent judgement in carrying out the technical details of the work. Unusual problems or situations, not previously encountered, are referred to the supervisor before action is taken. Supervision of others is not a responsibility of an employee in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Uses judgement and experience in making decisions in accordance with established policies and procedures;  
Performs general accounting duties such as making journal entries, advising superiors in regard to appropriate balances and fund transfers, taking trial balances and reconciling bank statements and accounts;  
Analyzes balance sheets on a regular basis to insure proper procedures were followed in reconciling entries and coding revenues disbursements;  
Makes recommendations to supervisors concerning ways of reducing operating costs and increasing revenues based on changes in billing procedures, penalties and collection of arrears;  
Meets with auditors in matters involving financial records;  
Prepares a variety of records and reports related to the work;  
Assists in the preparation of periodic statistical reports;  
Develops and implements new accounting procedures and systems in order to provide a clear audit trail of financial transactions;  
May instruct and advise employees on technical accounting practices and procedures;  
Confers with superiors on difficult or unusual problems where policy has not been previously determined;  
Assists in the formulation of policies and procedures;  
Advises the supervisor regarding current problems and progress of overall programs and policies;  
Keeps abreast of city, state, and other rules, regulations, and policies regarding the Comptroller's Office;  
Operates office equipment as required;  
Performs a variety of related duties as necessary for the efficient execution of the financial functions of the department.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Economics or a closely related field, and three (3) years of experience in accounting or auditing, involving the maintenance of governmental agency books involving appropriation accounting and preparation of budget and financial reports; OR

(B) Graduation from regionally accredited or New York State registered college with an Associate's Degree in Accounting, Business Administration, Economics or a closely related field, and five (5) years of experience in accounting or auditing, involving the maintenance or auditing of double entry books, including the general ledger, or in the maintenance of governmental agency books involving appropriation accounting and preparation of budget and financial reports.

**Applications:**

Applications/resumes should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502. Resumes should be submitted by the Civil Service Office.

***For more information about this position, please call Section 8 at (315) 792-0199.***

***This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.***

Applicants must be residents of the City of Utica.

**THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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