



**Financial Analyst**  
**Salary Range 27: \$60,890 to \$85,252**  
**Hourly: \$29.27 to \$40.98**

**Job Summary**

Under the supervision of the Finance Director, the Financial Analyst performs financial analyses and financial accounting duties including budgeting, general ledger maintenance, financial reporting, audit preparation and assisting with accounts payable and accounts receivable.

**Essential Job Functions**

- Prepares monthly bank reconciliations.
- Enters journal entries on the general ledger.
- Serves as backup in the areas of Accounts Payable and Accounts Receivable.
- Researches and analyses various accounting related issues.
- Responsible for recording and reconciling fixed assets on the general ledger.
- Assists with annual audit and the year-end closing processes.
- Review and approve departmental purchase requisitions.
- Assists with maintaining the financial software.
- Prepares financial reports for management.
- Assists with budget development and monitoring.
- Perform rate analyses for City programs and services.
- Prepare budget amendments and transfers as needed.
- Reviews City Commission Agenda requests for funding availability.
- Researches, recommends, and participates in the implementation of best practices.
- Other related duties as assigned.

**Education and Experience**

- Bachelor's degree in finance, accounting, business administration, public administration, or a related field.
- Three years of experience in a related position.
- Master's degree is preferred.
- Certified Government Finance Officer or Certified Public Accountant is preferred.
- Or any combination of related education, certifications, and licenses that will enable the applicant to successfully perform the duties of the job.

**Knowledge Skills and Abilities**

- Ability to communicate clearly, thoroughly and accurately, both verbally and in writing.
- Ability to work and communicate effectively with other City employees, management and public.
- Ability to follow instructions, safety practices and standard operating procedures in performing assigned tasks.
- Ability to be punctual and attend work regularly
- Ability to complete work in a timely and accurate manner.
- Ability to manage priorities and work independently with minimal supervision.

**Physical Demands/Work Environment**

While performing the duties of this Job, the employee is regularly required to sit in an office environment. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**TO APPLY**

Download employment applications online at

<http://www.ennistx.gov/departments/HumanResources/jobs>.

Submit the completed application to Human Resources at 107 North Sherman, Ennis, TX 75119. Completed applications may be e-mailed to [humanresources@ennistx.gov](mailto:humanresources@ennistx.gov) or faxed to (972) 875-2301.

**POSITION OPEN UNTIL FILLED**