

JUNIOR ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the preparation of payment vouchers, monitoring assets and liabilities through the compiling and analyzing of account information. The incumbent is also responsible for any duties to directly support the Office of Audit and Control. The Junior Analyst works under the direct supervision of the Chief City Auditor and/or their designee.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Gathers, compiles and updates financial data and records;
- Prepares and reviews financial reports and records and documentation to support findings and transactions;
- Reconciles accounts and data;
- Reviews accounting and auditing reports and verifies the accuracy of calculations, balance and supporting documentation;
- Sets up, documents and modifies accounting records and systems, including automated records and systems;
- Records and reviews accounting and auditing systems and activities;
- Assists auditing teams conducting financial and program audits by counting, verifying and reconciling inventory and cash on hand;
- Determines and verifies the accuracy and propriety of transactions, records, reports and statements;
- Gathers, sorts and compiles data and other material in reviewing accounting and other systems and transactions;
- Prepares and verifies supporting documentation and work papers;
- Checks, enters and retrieves information in an automated system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of public policy and public administration;
- Working knowledge of the practices and methods of organizational, operations, and performance, and statistical analysis;
- Working understanding of the principles, practices, and standards of governmental auditing standards;
- Working understanding of the City's auditing policies and procedures;
- Working knowledge of basic principles, tools and techniques of project planning and management;
- Strong organizational skills;
- Ability to use statistical, spreadsheet, and database software to maintain data and conduct analyses;

- Ability to write clearly and concisely; summarize complex ideas and data; prepare presentations including appropriate graphic displays;
- Ability to establish and maintain effective working relationships with bureau managers, city officials, representatives of other governmental agencies and others encountered in the course of work;
- Ability to constructively interact with the public in meetings, over the phone, and through written communication;
- Ability to maintain confidentiality;
- Good knowledge of personal computers, spreadsheet and database software, and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) in Accounting, Public Administration, Business Administration or a related field and one (1) year of accounting related experience; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree (or higher) and two (2) years of accounting related experience; **OR**
- C. Graduation from high school or possession of an equivalency diploma and four (4) years of accounting related experience; **OR**
- D. An equivalent combination of training and experience defined by the limits of (A) through (C) above.

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