



**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF SUNNYSIDE, WASHINGTON,  
AUTHORIZING THE CREATION OF  
THE POSITION OF FINANCIAL ANALYST AND  
TO ESTABLISH THE COMPENSATION AND BENEFITS  
TO BE PROVIDED FOR THE POSITION OF FINANCIAL ANALYST**

**WHEREAS**, State law, Chapter 35A.11.020 RCW provides that the legislative body of each code city to “fix the compensation and working conditions” of its officers and employees; and

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON**, as follows:

**Section 1.** The position of Financial Analyst is hereby created within the City of Sunnyside personnel complement with the job description as attached hereto as Exhibit “A”.

**Section 2.** The monthly compensation for the classification of Financial Analyst is in range as shown below:

STEP A	STEP E
\$4586	\$6211

**Section 3.** By job description this position is considered confidential. Provided this position is confidential and not included in any bargaining unit, employer insurance premium contribution rate shall be the same as established for Executive, Administrative and Professional Employees – Group 2.

**Section 4.** Provided this position is confidential and not included in any bargaining unit, the vacation, sick leave, administrative leave and other employee benefits are the same as provided for other non-represented employees of the City of Sunnyside. This position shall also be subject to any current or future personnel, human resources and other policies applicable to City employees.

**Section 5.** Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstances, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

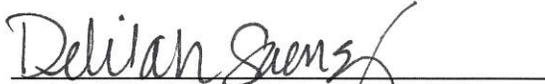
**Section 6.** This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

**PASSED** this 10<sup>th</sup> day of March, 2014.



JAMES A. RESTUCCI, MAYOR

**ATTEST:**

  
DELILAH SAENZ, CMC, CITY CLERK

**APPROVED AS TO FORM:**

  
KERR LAW GROUP, PLLC  
Attorneys for the City of Sunnyside



**CITY OF SUNNYSIDE CLASSIFICATION DESCRIPTION**

Date: 02/25/2014

<b>CLASSIFICATION:</b>	<b>Financial Analyst</b>
	<b>FLSA- Exempt</b>
<b>SALARY RANGE:</b>	<b>\$4,286 - \$6,211</b>

<b>BASIC FUNCTION &amp; DEFINITION:</b>	<p>Under the direction of the Finance and Administrative Services Director, performs professional accounting duties related to the City's general ledger and subsystems, financial statements, utility accounting and Comprehensive Annual Financial Report preparation; prepares month-end and year-end closing entries, financial statements and reports; audits, establishes and recommends internal controls for assigned functions within the City's accounting system, capital construction reports; prepares annual budgets for General Government Departments, Utilities, Internal Service funds, and 5-Year Capital Facilities Plan.</p> <p><b><u>SUPERVISION RECEIVED AND EXERCISED:</u></b></p> <p>May supervise in the absence of the Finance and Administrative Service Director.</p>
---	--

<b>CORE REQUIREMENTS:</b>	<p>City of Sunnyside employees are expected to work in a manner consistent with the following core requirements:</p> <ol style="list-style-type: none"> <li>1. Work and act as a team player in all interactions with other city employees;</li> <li>2. Provide a high level of customer service at all times;</li> <li>3. Project and maintain a positive image with those contacted in the course of work;</li> <li>4. Develop and maintain collaborative and respectful working relationships with team members and others; and</li> <li>5. Consistently provide quality service.</li> </ol>
---------------------------	---

<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Prepares portions of the Comprehensive Annual Financial Report including technical footnote analysis and changes in financial position in conformance with generally accepted accounting principles.</li> <li>• Performs a variety of professional accounting duties related to utility accounting including periodic utility cost of service and rate analyses; tests and recommends alternative rate design options, cost allocation, journal entry preparation, account analysis, internal auditing, cash management reconciliation's and other special projects as assigned.</li> <li>• Reviews, monitors, recommends changes and controls for the City's accounting policies and systems in conformance with the State's (BARS) budgeting, accounting, and reporting systems.</li> <li>• Establishes and maintains centralized grant files.</li> <li>• Prepares a variety of complex financial statements and subsidiary reports related to specific functions.</li> <li>• Assures compliance with laws, cods and regulations governing regulatory and municipal accounting; maintain high standards of professional accounting and auditing.</li> <li>• Compiles and summarizes complex financial data; reconciles assigned accounts; processes, reviews, balances and distributes various accounting reports.</li> <li>• Coordinates and works with engineering staff to refine city's work order and job costing quality control system.</li> <li>• Confers with various departments personnel as needed to report and discuss the status and progress of special assignments.</li> <li>• Prepares and maintains a variety of detailed and comprehensive records, files and reports; generates regular and special computerized reports related to assigned function; analyzes, prepares and performs assigned accounting tasks related to the</li> </ul>
---------------------------------	--

<b>ESSENTIAL JOB FUNCTIONS, CONT.:</b>	<p>budget.</p> <ul style="list-style-type: none"> <li>• Analyzes and reconciles fund charges and directs necessary fund transfers; prepares journal entries concerning payments, corrections and transfers. Identifies and separates restricted and non-restricted cash expenditures.</li> <li>• Assists with utility bond debt financing; performance indicators; assists with the preparation of bond official statements. Prepares and maintains debt service schedules for long-term debt.</li> <li>• Prepares, reviews and submits a variety of financial reports to local, State and federal regulatory agencies and government offices.</li> <li>• Communicates with other departments and outside agencies as needed to resolve problems, provide information, explain accounting procedures and discuss data anomalies.</li> <li>• Assist in training and work direction to accounting and clerical staff as needed.</li> <li>• Prepares monthly financial, investment, economic indicator, and construction projects reports.</li> <li>• Provides daily cash analysis for the City's investments.</li> <li>• Reviews each payroll edit for appropriate documentation.</li> <li>• Prepares monthly cash reconciliation for BARS accounts.</li> <li>• Prepares and administers grants for various departments in the City.</li> <li>• Provides graphic support for budget, CAFR and special projects.</li> <li>• Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.</li> <li>• Operates a variety of modern office equipment to include, but not limited to, printers, copiers, calculators, multi-line phone systems, scanners and fax machines, or other specialized equipment, and personal computers in a windows based computing environment using standard or customized software application programs appropriate to assigned activities.</li> <li>• Performs other duties as assigned.</li> <li>• Prepares and maintain City's fixed assets, inventory and depreciation schedule.</li> </ul>
--	---

<b>GENERAL SKILLS &amp; ABILITIES:</b>	<ul style="list-style-type: none"> <li>• Perform related duties and responsibilities as required.</li> <li>• Interpret rules and regulations.</li> <li>• Communicate clearly verbally and in writing.</li> <li>• Assess and evaluate situations effectively.</li> <li>• Exert optimal effort in successfully completing tasks.</li> <li>• Take initiative with minimal supervision.</li> <li>• Manage time efficiently and effectively through scheduling and prioritizing.</li> <li>• Work within and contribute to the effectiveness of a team, respecting differences.</li> <li>• Report for work regularly and on time.</li> </ul>
--	--

<b>REQUIRED QUALIFICATIONS:</b>	<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"> <li>• Principles and practices of accounting and generally accepted accounting principles.</li> <li>• Principles and practices of local budget preparation and administration.</li> <li>• Methods and techniques of financial analysis.</li> </ul>
---------------------------------	--

<b>REQUIRED QUALIFICATIONS, CONT.:</b>	<ul style="list-style-type: none"> <li>Principles and procedures of financial record keeping and reporting.</li> <li>Methods and techniques of economic analysis and forecasting. Operational characteristics of computerized financial reporting programs. Principles of supervision, training and performance evaluation.</li> <li>Pertinent Federal, State and local codes, laws and regulations.</li> </ul>
--	---

<b>REQUIRED QUALIFICATIONS:</b>	<p><b><u>Ability to:</u></b></p> <ul style="list-style-type: none"> <li>Maintain the City's professional accounting program.</li> <li>Coordinate the process for developing the annual operating and capital budgets. Manage financial record keeping and reporting.</li> <li>Oversee all cycles of accounting, including financial reporting and audit.</li> <li>Plan, organize, direct and coordinate the work of assigned staff.</li> <li>Assist in implementing the capital budgets for the City.</li> <li>Provide analysis, projections and recommendations on revenues, expenditures and financial policies.</li> <li>Prepare clear and concise administrative and financial reports.</li> <li>Prepare and present and defend policy analysis recommendations.</li> <li>Assist departments in budget development.</li> <li>Summarize and communicate complex financial information to a variety of audiences. Communicate clearly and concisely, both orally and in writing.</li> <li>Establish and maintain effective working relationships with those contacted in the course of work.</li> </ul>
---------------------------------	---

<b>EXPERIENCE &amp; TRAINING</b>	<p><i>Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:</i></p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>Five years of increasingly responsible experience in public sector finance operations, including two years of administrative and supervisory responsibility.</li> </ul> <p><b><u>Training:</u></b></p> <ul style="list-style-type: none"> <li>A bachelor's degree from an accredited college or university with major course work in finance, business administration, accounting or a related field.</li> </ul>
----------------------------------	---

<b>LICENSE &amp; OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Valid Washington driver's license.</li> <li>Current Certified Public Accountant (C.P.A.) designation is desirable.</li> </ul>
---	--

<b>WORKING CONDITIONS</b>	<p><b><u>Environmental Conditions:</u></b></p> <ul style="list-style-type: none"> <li>Office environment; exposure to computer screens; extensive contact with City staff.</li> </ul> <p><b><u>Physical Conditions:</u></b></p> <ul style="list-style-type: none"> <li>Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; communication with high level staff; near visual acuity for reading numerical figures.</li> </ul>
---------------------------	--

**SELECTION GUIDELINES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification description does not constitute an employment agreement between the City of Sunnyside and employee and is subject to change by the City as the needs of the City and requirements of the job change.