



City of Saginaw

JOB OPPORTUNITY ANNOUNCEMENT FINANCE/GENERAL ADMINISTRATION MANAGEMENT ANALYST

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPEN DATE: October 4, 2018

CLOSING DATE: Open until filled

BEGINNING SALARY: \$ 42,036 (hiring salary)

MINIMUM REQUIREMENTS:

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.

EDUCATION: Bachelor degree in business administration, accounting, finance, or related field

DRIVING: Required - Valid Texas Driver's License and a good driving record

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATION. ESSENTIAL JOB FUNCTIONS ARE INCLUDED IN THE JOB DESCRIPTION.

All applications must be returned with the following:

1. Cover Letter
2. Resume
3. Copy of Driver's License
4. Copy of Social Security Card
5. Copy of Diploma or equivalent
6. Completed Authority for Release of Information and Waiver
7. Completed Authorization to Conduct Drug and Alcohol Testing
8. Completed Supplemental Work and Personal History Form
9. Completed DPS Criminal History (CCH) Verification

Applications packets are available:

In Person: City of Saginaw, City Hall, 333 West Mc Leroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

Completed application packets may be emailed to: applications@ci.saginaw.tx.us

MANAGEMENT ANALYST HIRING PROCESS

The hiring process for the Management Analyst position will consist of the following: Oral interview, background check including criminal history, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

NON-TOBACCO USERS PREFERRED NO SMOKING INSIDE ANY CITY BUILDINGS OR VEHICLES

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and Municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year, Begin earning 6.7 first 8 months and 6.6 last 4 months; from 5-15 years, earn 10 hours per month; 15 years, earn 13.4 hours first 4 months, and 13.3 hours last eight months; 20 plus years, earn 16.7 first 8 months and 16.6 last 4 months
SICK LEAVE:	80 hours annually, 40 hours after 6 months of employment.
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holidays after 6 months
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage Optional and City will pay \$365.00 per month)
LIFE INSURANCE	Standard Life 50,000/Accidental Death 50,000 (Paid by City)
OTHER:	Direct deposit AXA Deferred Compensation (optional) AFLAC (optional) Sick Leave and eight days after six months employment Disability Plan after 1 year of employment.

**City of Saginaw
Job Description**

Job Title: Management Analyst	Effective: 10-01-2018
Department: Finance/General Administration	State Employment Commission Code: 4941
Full Time Position	Worker's Compensation Number: 8810

Job Summary:

Work is performed under the general supervision of the Finance Director, City Secretary, and the City Manager. Performs a full range of analytical and clerical functions of average difficulty. Performs related work as required.

Essential Job Functions:

Responsible for reviewing the citywide daily deposit and making corrections as necessary. Prepare the monthly bank reconciliation for all city bank accounts for review by the Finance Director. Assist the City Secretary with records management functions including retention and purge schedules. Work with the public information request software to respond to open records requests. Assist the City Secretary with City Council and other public meeting planning and set up. Assist the City Secretary in preparing City Council meeting minutes. Compile, calculate and analyze financial information to be used during the budget process and annual audit. Assists the Finance Director in preparation of budget review materials, reports, and documents. Assists the Finance Director in compiling information for the annual audit and statistical and continuing disclosure sections of the Comprehensive Annual Financial Report. Performs data entry to the fixed asset module of the finance system for additions, deletions, and changes. Reconciles fixed asset module of finance system to the general ledger. Monthly review of utility billing accounts with a credit balance. Prepare monthly report of delinquent utility billing accounts and report to collection agency. Annual review and write off of utility billing receivable accounts including reviewing and analyzing accounts with credit and delinquent balances, determine accounts to be written off, complete automated write off process, and review results for accuracy. Annual reporting and remittance of unclaimed property including review of uncashed checks, research payee documentation, and draft correspondence to payees.

Other Job Functions:

Provide administrative or customer service support to the front office as needed. Position requires long periods of sitting and frequent getting up and down out of chair. Must be able to lift heavy boxes weighing up to 55 pounds. Performs other tasks and duties as assigned.

Required Education, Degrees, Certificates, and/or License:

Graduation from an accredited four-year college or university with a bachelor degree in Business Administration, Accounting, Finance or related field is preferred. Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Experience, Training, Knowledge, and Skills:

Must be able to gather, analyze, summarize and report on moderately complex financial data. Must have the ability to use independent judgement and have a basic knowledge of the principles

and techniques of governmental accounting. Must have the ability to work on multiple tasks simultaneously, meet deadlines, and work efficiently with frequent interruptions. Must be able to speak and deal tactfully and effectively with the general public. Must be able to communicate and understand written and oral instructions. Must have good telephone etiquette. Must be able to perform mathematical computations of average difficulty. Must be proficient in Microsoft Word, PowerPoint, and Excel.