

CITY OF MANASSAS PARK VIRGINIA

"The Newest City in
Northern Virginia"



CITY OF MANASSAS PARK JOB OPPORTUNITY Financial Analyst

Manassas Park is an independent jurisdiction in Northern Virginia, approximately 30 miles southwest of Washington, DC. The city borders Prince William County and the City of Manassas. Manassas Park offers citizens an established community along with the prospects of significant future residential and commercial development. The desirable living features such as neighborliness and community pride in a small, progressive city environment add to the City's charm.



The City of Manassas Park is accepting applications for the position of Financial Analyst. The position's essential function is to provide comprehensive analytical support to the Finance Operations Team (AP, AR, and Grants) and to manage disbursements of funds for employee benefits vendors. This position works under the general and direct supervision of the Financial Operations Manager within established policies, procedures, guidelines, and timelines.

The ideal candidate will have a combination of critical-thinking and analytical skills, be attentive to detail and organized, and be able to support several financial functions that impact internal and external stakeholders.



CITY OF MANASSAS PARK JOB OPPORTUNITY

Financial Analyst

The position plays a critical role in ensuring the smooth operation of financial processes and maintaining efficient communication within the department and throughout the City.

All positions at the City of Manassas Park require a customer service mindset, in accordance with the Customer Service-related focus of the City.

Specific Duties and Responsibilities

- Under the direction of the Accounts Payables Manager, reviews invoices and supporting documentation for proper authorization; pays invoices and provides refunds and employee reimbursements through the City's financial system.
- Also supports Accounts Payable with the City's purchase card program processing, postage, departmental expenditures, vendor payment files, and other tasks as assigned.
- Assists with preparing bills, invoices, and bank deposits.
- Supports Payroll Specialist and processes accurate payments for benefit vendors by due dates.
- Process accounts and incoming payments in compliance with financial policies and procedures.
- Assists with ensuring grant compliance with financial-related statues, rules, and agreements.
- Provide day-to-day assistance to several functional areas within the Finance Operations Team, including, but not limited to, researching complex financial matters, providing support for financial management and assisting with financial analysis and reporting.
- Performs assigned account analysis and reconciliations to support the Accounts Payable, Benefits Disbursements, Accounts Receivable, and Grants functions.
- Supports preparing and maintaining various financial reports, budget documents, reports, and statements.
- Ensures compliance with all established standards, policies, procedures, and the City's codes and ordinances.



CITY OF MANASSAS PARK JOB OPPORTUNITY

Financial Analyst

- Helps with developing and maintaining standards of operating procedures.
- Performs other tasks as assigned.

Knowledge, Skills and Abilities Required

- Knowledge of principles, practices, and methods of financial management, financial analysis and forecasting, and financial reporting.
- Advanced office skills, including typing, scheduling, proofreading, note-taking, filing, logistics support, timekeeping, and related skills in using computers and other office equipment.
- Ability to learn City organization, rules, policies, and procedures, including payroll, accounts payable/receivables, and those specific to the Finance Department.
- Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, modeling, and reviews.
- Ability to utilize City-specific technology and general office software, including Outlook, Word, Access, and Excel, for complex document production and data management.
- Ability to organize, set priorities, and exercise sound judgment.
- Ability to communicate and interact with internal and external customers professionally and courteously, both verbally and in writing.
- Ability to establish and maintain effective working relationships with Department/Office Managers and staff, community organizations, other governmental officials, media representatives, and the public.
- Ability to be flexible and handle shifting and competing work demands.
- Ability to analyze, interpret, explain, and apply relevant laws, ordinances, administrative rules, and policies.
- Ability to work independently and with a team of staff who perform similar duties.



CITY OF MANASSAS PARK JOB OPPORTUNITY **Financial Analyst**

Minimum Education and Training

- Coursework from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field.
- Valid driver's license.
- Three (3) years of related experience.

ADA Compliance

The City of Manassas Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Manassas Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

1. Requires sedentary work involving standing or walking for brief periods and some dexterity in operating office equipment.
2. The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

Authorized hiring range: \$45,000 - \$80,000

If you are interested in becoming a member of our team, you must complete an application form and submit it to the City of Manassas Park, Human Resources Department, 100 Park Central Plaza, Manassas Park, VA 20111 or fax/email: 703-335-0053 / humanresources@manassasparkva.gov

You may obtain an employment application by going to the following link:
<https://manassaspark.rja.revize.com/forms/3556>

This position will remain open until filled.

The City of Manassas Park is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.