



Job Title	Administrative Analyst
Department	Finance
Employment Status	Full-Time
FLSA Status	Exempt

Scope of Work

Under the supervision of the Deputy Town Manager/Director of Finance, this position is responsible for performing administrative duties for the department in internal support areas, including budget, finance, contracts, procurement, and other assignments support the operation of the department.

Supervision

Received	Deputy Town Manager/Director of Finance
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversee the administrative aspects of payroll, purchasing, including preparation of specifications, coordination of bidding procedures, and monitoring contract performance for all divisions within the Finance Department.
- Maintain and monitor the Town's electric and natural gas account information, communicate with utilities regarding changes and revisions to accounts, prepare reports on usage for management and coordinate related energy efficiency programs.
- Assist with the reconciliation of various town accounts and present findings.
- Conduct research on issues affecting the department and compile the data and prepare statistical analysis and reports.
- Prepare and edit reports, memoranda, and correspondence pertaining to various department functions.
- Participate in the development of procedures, systems, and forecasting techniques to evaluate the effectiveness of programs, ensuring compliance with state and town requirements.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Position requires 2 – 3 years of purchasing/financial/accounting or similar administrative experience in program management, research, or related field.
- Completion of a four-year college degree program.

Preferred qualifications:

- Familiarity with the Uniform Procurement Act (Chapter 30B)
- Ability to work collaboratively with a wide variety of staff demonstrating personal initiative as well as the ability to work well in a team.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Massachusetts procurement practices and requirements. • The use of standard office equipment including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Maintain confidentiality as applicable. • Assign and supervise the work of others; motivate employees to work toward common goals. • Work independently with minimal direct supervision, with decisions restricted only by department policies. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, vendors and the general public.
Skill in	• Word processing, database, and spreadsheet applications. • Strong communication and organizational skills. • Strategic thinking and decision making. • Organization and planning.

Necessary Special Requirements

Valid driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently exposed to odors, noise, toxic agents, wetness and humidity, and occasionally exposed to other adverse conditions including extreme heat or cold, dim lighting, dust, vibrations, electrical currents, and heavy machinery.
- The employee is occasionally required to climb, balance, stoop, kneel, bend, crouch or crawl, and smell.
- The employee must occasionally lift and/or move up to 20 (50?) pounds and sometimes lift 50+ pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer