



DEPARTMENT OF HUMAN RESOURCES

CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4246 • FAX: 570-348-4202

Job Description

Title: Financial Analyst

Department: Business Administrator

Supervisor: Finance Manager

Date: January 1, 2017

General Description:

This position supports the Business Administrator and Finance Manager on a day to day basis.

Essential Job Functions:

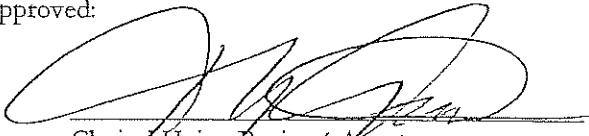
- Prepare and record all vouchers for active employees and retiree health care expenses (Health, Vision, Dental, and Administrative fees);
- Prepare and record all wire transfers for health care costs;
- Prepare and record all entries for active employees and retiree health care contributions;
- Prepare and record insurance buy-outs for active employees;
- Prepare and record insurance waiver reimbursements for retirees;
- Prepare and record all health care funds and subsidies , allocating to the various departments;
- Reconcile and allocate all the health care costs by department;
- Prepare and update excel reports and analysis of all health care costs;
- Prepare allocations, analysis and reconciliations of health care costs from special cities accounts;
- Maintain and update any changes that affect health care costs;
- Prepare monthly expenditure comparison status reports to each department;
- Prepare, allocate and invoice quarterly health care costs to Scranton School District for Single tax Office employees;
- Prepare vouchers, allocations, updates and processing of check and direct deposit Medicare reimbursements for retirees on a monthly basis;
- Prepare monthly analysis and trial balance reports for each department, analyzing and documenting the errors and corrections;
- Access to Pinnacle System in order to pull daily activity reports for all PNC accounts, verifying and processing transactions that need to be recorded in the general fund, updating and processing retiree direct deposit Medicare reimbursements, processing ACH payments doe health care invoices;
- Communicate, interpret, and explain to the various departments within the city regarding any changes or information on the employees and/or retirees;

- Communicate with health care vendors in order to rectify any errors or problems with invoices, updating any upcoming changes and fee structures;
- Support person for the Finance Manager in various areas;
- Support person for the Senior Accountant in various areas;
- Perform other related duties, including but not limited to, assisting in annual audit preparation, budget preparation, and other various reporting requirements; and
- Other related, necessary duties as required by the Department Director/Supervisor.


Required Training, Experience, Knowledge, Skill, and Abilities

- A Bachelor's Degree in Accounting required;
- Thorough knowledge of the municipal accounting principles, practices and procedures;
- Accounting and financial experience;
- Must be skillful and accurate with working with figures; and
- Proficient computer skills in Word, Quick Books, Excel and Power Point.

Approved:


Clerical Union Business Agent

Date: 10/3/17


Mayor of the City of Scranton

Date: 10-4-17