



City of Springfield, Ohio Financial Analyst

SALARY	\$56,700.80 - \$72,113.60 Annually	LOCATION	Springfield, OH
JOB TYPE	Salaried Position (Full-time)	JOB NUMBER	2500336
DEPARTMENT	Finance	OPENING DATE	09/26/2025

Job Description

The City of Springfield is currently accepting applications for the unclassified position of **Financial Analyst!** The City's Finance Department is seeking a team player with a positive attitude who is flexible, reliable and detail-oriented. If you enjoy working collaboratively with a team of dedicated professionals and have a passion for learning, growing and serving others in a fast-paced business environment, this may be the perfect opportunity to join our team. Under the general direction of the Assistant Finance Director, the Financial Analyst will perform a variety of financial tasks across a variety of disciplines such as accounts receivable, general accounting, procurement, contract compliance, budgeting, grants administration, fiscal management and financial planning.

Examples of Duties

- Review and analyze current and proposed departmental budgets.
- Research information regarding specific operations or budgeted programs.
- Assist in the budget process through coordination with departments and implementation of budget assumptions and themes.
- Acts as budget liaison to all departments; monitors, forecasts, and identifies revenues and expenditures; evaluates the short and long-term impacts of budget adjustments.
- Develop various financial statements and reports as needed for internal management and external reporting purposes.
- Performs financial activities in accordance with Generally Accepted Accounting Principles (GAAP), which may include budget, general accounting, cash and debt management, accounts payable, accounts receivable, and grant management; compiles and analyzes financial information; prepares budget transfers and journal entries; performs financial forecasting and reconciliations; prepares financial statements and reports; and makes sound financial recommendations.
- Assist in maintaining accounting systems, including program and project maintenance.
- Assist with the City's financial programs; may assist with aspects of the City's Annual Comprehensive Financial Report (ACFR); audits City funds and accounts.
- Audit contracts to ensure compliance with adopted policies and procedures.
- Assist in reviewing contractor invoices for contractual compliance.
- Perform all other finance-related duties and special projects as assigned.

Qualifications

Education and/or experience: Bachelor's Degree in Business, Finance, Accounting or in a related field **OR** Associate's Degree and two years of experience in a finance-related position **OR** an equivalent combination of education and

experience.

Knowledge, Skills and Abilities

Knowledge of:

- data collection, research, and fiscal audit methods, designs, and techniques;
- mathematics and statistics as applied to budgetary control and financial management;
- general governmental financial and budgetary principles and practices;
- automated accounting systems, word processing, spreadsheet, and database applications;
- methods and techniques of financial management, budget preparation, and analysis;
- federal, state, and local laws and regulations as applied to budget and financial management.

Skills in:

- researching, analyzing, interpreting, and auditing financial and budgetary data and preparing reports on findings;
- developing logical conclusions and preparing recommendations;
- performing applicable statistical and mathematical analysis;
- identifying budgetary problems and developing concise recommendations for revision and improvement;
- using a computer to produce reports and spreadsheets;
- analyzing management systems and operating efficiencies;
- use of computer-based resources to facilitate assigned work.

Ability to:

- self-motivate, exercise initiative and judgement in carrying out tasks;
- communicate effectively in both written and oral formats;
- work independently and within a team environment to achieve results;
- collaborate with others to achieve shared goals;
- work in a fast-paced environment;
- handle and maintain confidential information;
- comprehend complex documents such as contracts, statutes and regulations;
- establish and maintain effective working relationships with colleagues, vendors, other government agencies and the general public;
- effectively adapt to a changing and dynamic environment, quickly assimilate and apply information, prioritize and reprioritize tasks as needed, establish work process and flow to ensure projects and tasks are completed in a timely manner; attention to detail is critical;
- learn quickly when facing new problems; a versatile learner, analyze both successes and failures for clues to improvement; solutions oriented and enjoys the challenge of unfamiliar tasks; quickly grasp the essence and underlying structure of anything.

NOTE: Resume strongly suggested with application submission.

Applications will be reviewed as they are received, and the posting may close at any time once a qualified candidate has been identified.

The City of Springfield is committed to a diverse workforce as it enriches and strengthens how we advance our mission. We are proud to be an equal opportunity employer, welcoming applications from all individuals, regardless of race, gender, sexual orientation, religion, ethnicity, national origin, disability, and all the other characteristics that make us unique. Our goal is to be the place where a diverse mix of talented people want to work.

Employer

City of Springfield, Ohio

Department

Finance

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Springfield, Ohio, 45502

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