



Where Life is Sweet

Benefits and Salary:

\$74,457- \$90,586/year

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

Minimum Qualifications:

- Bachelor's degree in Accounting, or Certified Public Accounting is preferred;
- At least three (3) years of progressively responsible experience in technical accounting;
- Experience in a municipal or public sector setting preferred.
- Equivalent combinations of education and experience that demonstrate the ability to perform the work will be considered;
- Knowledge in governmental budgeting and forecasting
- Principles and procedures of accounts payable processing, financial record keeping and reporting; governmental bookkeeping, budgeting, and accounting principles and practices;
- Must possess excellent interpersonal and communication skills, with the ability to interact professionally, effectively, and tactfully with staff, contractors, and the public.

Senior Financial Analyst

The City of Hermiston is seeking a detail-oriented and experienced Financial Analyst to perform a wide range of accounting, budgeting, and financial reporting duties. This position maintains the City's general ledger, processes accounts payable, reconciles bank accounts, prepares monthly and annual financial reports, and assists with annual audit and budget preparation. The role also supports asset management, financial forecasting, and accounting system administration, while providing occasional customer service support.

Responsibilities include entering and coding financial transactions, preparing journal entries, maintaining depreciation schedules, managing employee credit and fuel card reconciliations, completing annual IRS filings, and assisting with debt issuance and disclosure reporting. This position will coordinate with external auditors and accounting firms and maintain a high level of financial records and documentation.

Key Responsibilities

- Responsible for maintaining the General Ledger. Prepare and/or supervise routine journal entries. Classify, code, and enter financial transactions. Balance and reconcile daily cash from multiple departments and various general ledger accounts.
- Gather, organize, and interpret financial data from all city departments and operations to identify potential discrepancies when they occur and to assist in developing conclusions that city management can use to implement more effective operational strategies
- Act as primary contact with accounting firms engaged by the city to assist with the Annual Comprehensive Financial Report ("ACFR") and annual budget preparation.
- Assist Finance Director with compiling and preparing annual budget. Enter budget into financial system. Review budget to actual reports and make recommendations for corrections.
- Develop and maintain departmental documentation, including creating and formatting forms, drafting official letters, and preparing detailed reports to support operational efficiency and compliance.
- Responsible for staying current with all versions and updates to the accounting and reporting software concerning financial/accounting modules.

Ideal Candidate Profile

The ideal candidate is highly organized, detail-driven, and experienced in technical accounting work. They bring strong analytical skills, accuracy in financial data management, and the ability to balance multiple priorities in a deadline-driven environment. They are comfortable working with automated financial systems, communicating clearly with staff, vendors, and auditors, and proactively identifying discrepancies or needed corrections. A background in municipal or nonprofit finance is a strong plus.

Interested candidates must submit a City of Hermiston Employment Application, including verifiable work experience and resume to the City of Hermiston, 180 NE 2nd Street, Hermiston, OR 97838 or via email to: hr@hermiston.gov First review of applicants will be Friday, June 5, 2026.

The City of Hermiston is an equal opportunity employer.



Position Description

Senior Financial Analyst

Classification: Non-Exempt

Department: Finance

Salary Range: 44

Union: Non-union

General Statement of Responsibilities

Performs a variety of accounting, budgeting, and financial reporting functions. Processes accounting transactions, accounts payable and employee reimbursements. Reconciles and balances various accounts and performs other related work as required. Acts as primary contact for maintaining and updating the automated general ledger system. May assist Customer Service Representatives with customer service questions, concerns, complaints, and requests concerning utility service, and general inquiries regarding city services.

Supervision Received

Under direction of the Finance Director, performs highly responsible and complex duties involved in the financial reporting, analyzing, and auditing of financial transactions for the city. Work performance is reviewed primarily through results attained.

Supervision Exercised

Supervision of other Finance department staff may be assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties *The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.*

1. Responsible for maintaining the General Ledger. Prepare and/or supervise routine journal entries. Classify, code, and enter financial transactions. Balance and reconcile daily cash from multiple departments and various general ledger accounts.
2. Maintain all city asset depreciation schedules.

3. Gather, organize, and interpret financial data from all city departments and operations to identify potential discrepancies when they occur and to assist in developing conclusions that city management can use to implement more effective operational strategies.
4. Primarily responsible for accounts-payable related functions such as entering invoices from vendors and preparing checks for payables and employee reimbursements. Respond to vendor, departmental and auditor inquiries.
5. Act as primary contact with accounting firms engaged by the city to assist with the Annual Comprehensive Financial Report ("ACFR") and annual budget preparation.
6. Balance, reconcile and maintain all bank accounts of the city.
7. Assists with the planning, implementation, and monitoring of the city's financial forecasting process with the Municast application.
8. Responsible for staying current with all versions and updates to the accounting and reporting software concerning financial/accounting modules.
9. Perform monthly and annual closing functions, to include providing end-of-month financial reports to all departmental managers.
10. Responsible for maintaining, issuing and reconciling employee credit and fuel cards monthly.
11. Responsible for the completion and annual reporting for IRS 1099's, 945's, etc.
12. Assist Finance Director with compiling and preparing annual budget. Enter budget into financial system. Review budget to actual reports and make recommendations for corrections.
13. Assist the Finance Director in preparation of the annual independent audit process.
14. Review monthly budget to actual reports and make recommendations for revisions/corrections.
15. Maintain and update master data in financial system. Administer and maintain user's access to financial system.
16. Responsible for the organization and maintenance of filing systems/record keeping for the Finance Department.
17. Assist Finance Director in the issuance and management of debt.
18. Assist in the filing of annual disclosures for all debt issues of the city.

19. Develop and maintain departmental documentation, including creating and formatting forms, drafting official letters, and preparing detailed reports to support operational efficiency and compliance.
20. Assist with additional tasks and responsibilities as needed to ensure smooth operations and adapt to changing priorities within the department.
21. Travel to off-site locations as needed for business purposes.

Screening Criteria

Education and Experience:

- A high school diploma or equivalency plus training in bookkeeping, accounting, automated financial management systems or related field; an associate degree or Certified Public Accounting degree preferred.
- AND three years' progressively responsible technical accounting experience, preferably in municipal government or non-profit environment.
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. Ability to obtain CJIS clearance and certification within 30 days of employment.

Knowledge of: Principles and procedures of accounts payable processing, financial record keeping and reporting; governmental bookkeeping, budgeting, and accounting principles and practices; rules of effective English usage and grammar; modern office procedures, methods, and computer equipment; business telephone etiquette; city operations, organization, policies, procedures, regulations, and ordinances; pertinent federal, state, and local laws, codes, and ordinances.

Skills: Examining and verifying a wide variety of financial documents and reports; operating a computer including a variety of software programs; implementing accounting system modifications; analyzing and interpreting financial and accounting records; utilizing computer equipment and software to produce financial reports, informational items, and related documents.

Ability to: Maintain accurate accounting records and reports; independently research assigned problems; organize and summarize information from various sources into format of own design; establish priorities and organize own workload; maintain confidentiality; accurately produce required work; deal effectively with frequent interruptions and several

situations at one time; maintain effective working relationships with co-workers, vendors, contractors, public officials, management, and the general public; deal courteously and tactfully with the public; communicate effectively both orally and in writing; use independent professional judgment and work with minimal supervision.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, and telephones; and while moving equipment and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires some mobility including the ability to lift and/or move materials under 25 lbs. daily, 25-60 lbs. rarely. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate.