



Job Title: Financial Analyst

Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Employment Type: Full-Time

Job Summary

The City of Easley is seeking a detail-oriented and analytical Financial Analyst to support the City's financial planning, budgeting, reporting, and analysis functions. This position plays a key role in ensuring fiscal responsibility, transparency, and compliance with applicable laws and regulations while supporting informed decision-making by City leadership.

Essential Duties and Responsibilities

- Assist in the preparation, analysis, and monitoring of the City's annual operating and capital budgets.
- Perform financial forecasting, revenue and expenditure trend analysis, and long-term financial planning.
- Prepare financial reports, dashboards, and presentations for management, City Council, and external stakeholders.
- Analyze departmental budget requests and provide recommendations based on financial data and policy objectives.
- Monitor budget performance and identify variances; work with departments to resolve discrepancies.
- Support year-end financial reporting and audits, including preparation of schedules and documentation.
- Conduct cost-benefit analyses, financial modeling, and special studies related to City programs, grants, and capital projects.
- Assist with grant budgeting, tracking, and financial compliance as assigned.
- Ensure compliance with generally accepted accounting principles (GAAP), state regulations, and City policies.
- Maintain financial data integrity within accounting and budgeting systems.
- Respond to internal and external inquiries related to financial data and reports.
- Serve as backup for payroll and accounts payable functions.
- Process reporting and transactions which require ID.me and login.gov multifactor identifications.

- Coordinate grant activity.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in Finance, Accounting, Economics, or a related field.
- Two (2) or more years of experience in financial analysis, budgeting, or accounting, preferably in a government or public sector environment.
- Strong analytical, problem-solving, and quantitative skills.
- Proficiency in Microsoft Excel and other financial analysis tools.
- Knowledge of governmental accounting and budgeting principles is preferred.

Preferred Qualifications

- Experience with municipal finance or local government operations.
- Familiarity with financial management software used in public sector environments.
- CPA, CGFO, or similar professional certification (or progress toward certification).

Knowledge, Skills, and Abilities

- Knowledge of financial analysis techniques, budgeting practices, and financial reporting standards.
- Ability to interpret complex financial data and communicate findings clearly to non-financial audiences.
- Strong attention to detail and accuracy.
- Ability to manage multiple projects and meet deadlines.
- Effective written and verbal communication skills.
- Ability to work collaboratively with departments across the organization.

Work Environment & Physical Requirements

- Work is performed primarily in an office environment.
- Occasional evening meetings or extended hours may be required during budget season or audits.
- Ability to sit for extended periods and operate standard office equipment.

Salary & Benefits

Salary is commensurate with qualifications and experience. The City of Easley offers a comprehensive benefits package, including retirement, health insurance, paid leave, and professional development opportunities.