



City of Mountain View

Now accepting applications for:

FINANCIAL ANALYST I*

The annual salary range is
\$99,596- \$134,748 with a control point of
\$117,172

FINANCIAL ANALYST II*

The annual salary range is
\$109,939- \$148,741 with a control point of
\$129,340

*Pay beyond the control point may be awarded
for exceptional experience and qualifications
upon hire and/or for meritorious performance
while serving.*

This is a 1-Year Limited Period Assignment*

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

*The City of Mountain View is a fast-paced
place to work with many opportunities for
growth. It is a pleasure being able work
collaboratively with other City Departments to
serve residents and businesses.”*

—JESSICA HONG, FINANCIAL ANALYST

*This is a limited period assignment through June 30, 2025, with the potential for renewal on a year-to-year basis with City Council approval. This is an at-will position and, as such, employment may end at any time without notice and for any reason.

What's the Role?

We're looking for a **highly analytical, financially skilled, and multiple-tasking** individual has good **attention to detail and accuracy** to take on a role of the **Financial Analyst - Limited Period (LP)** position. You will join a **fast-paced, dynamic team environment**, providing financial support within the Finance and Administrative Services Department while building relationships throughout the organization. This position will support the Revenue Division, working on duties such as assisting with the utility billing process, miscellaneous Accounts Receivable billing, and the revenue month end closing process. This position receives direction from the Revenue Manager and may exercise direct supervision over other assigned office support staff. If you are looking to make a positive impact in a key financial role, this position is for you! Review our detailed job description [here](#).

The Essentials

Financial Analyst I

- Graduation from an accredited college or university with a bachelor's degree in public administration, business administration, economics, or a related field.

OR

- Associate of arts degree with coursework in business, finance, or accounting and two years of full-time experience at the Administrative Aide level with the City of Mountain View.
- Possession of, or ability to obtain, a valid California Driver License.

Financial Analyst II

- Two years of full-time analytical experience equivalent to the position of Financial Analyst I or Analyst I with the City of Mountain View.
- A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a closely related field.
- Possession of, or ability to obtain, a valid California Driver License.

Bonus Points:

- Experience or training in revenue collections, complex financial analysis, and/or governmental accounting or other financial areas from a government agency.
- Prior experience in a public agency or close interaction with public agencies.
- A master's degree in business or public administration or Certified Public Accountant is highly desirable.

What You'll Do

- Participate as a team member in the Revenue Division for revenue collections, utility billing and miscellaneous accounts receivable billing.
- Work with staff from all departments to provide information and assist with financial data and analysis.
- Work with the City's financial system to prepare accounting journal entries and budget adjustment entries related to the revenue collections.
- Assist with the Utility Billing System implementation as needed.
- Conduct special projects, as requested.

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<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Wednesday, July 17, 2024**. Applications received prior to this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.

Are We a Match?

- You work well in a fast-paced, team-oriented environment.
- You are a **skilled** and **diligent** professional who has confidence in working with numbers with accuracy.
- You are a person who enjoys doing research and has superior analytical and computer skills (specially in excel).
- You enjoy analyzing and **resolving** complex challenges.
- You are **detail-oriented** and organized to keep track of multiple and varying processes while meeting tight deadlines.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
 - Professional/Technology Development Funds (\$800.00 annually)
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.