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# Amesbury

Mayor Cassandra Gove

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## ADMINISTRATIVE ORDER

2025-02

August 28, 2025

Pursuant to Section 6-1(a)(2) of the Amesbury Home Rule Charter (the "Charter"), city government is hereby reorganized, upon effect of this order, as follows:

### **The Office of Administration & Finance (A&F)**

1. The position of Financial Analyst is hereby created and established upon effect of this order. The position of Financial Analyst shall report to the CFO.

The Financial Analyst position shall include but not be limited to the following responsibilities:

- Process, review, and verify invoices, purchase orders, and payment requests in accordance with internal controls and municipal policies;
- Maintain accurate vendor records and respond to vendor inquiries;
- Reviews vendor payments to determine 1099 eligibility, collects W-9 forms, and prepares and files annual IRS 1099 forms in accordance with IRS and municipal reporting requirements;
- Analyze financial trends, expenditures, and revenues across departments;
- Prepare/assist with accounts receivable and cash reconciliations;
- Prepare monthly journal entries for commitments, abatements, refunds, NSF, etc.;
- Assist in audits by preparing schedules, reports, and responding to auditor requests;
- Performs administrative functions for the City's Administration & Finance Department including filing of accounts payable warrants;



- Other related duties as assigned by the Assistant City Accountant and CFO.

This Administrative Order shall become effective on the thirtieth day following the day on which notice of the proposed administrative order is filed with the City Council unless otherwise acted upon in accordance with Section 6-1(a)(2) of the Charter.

A handwritten signature in cursive script, appearing to read "Kassandra Gove".

**Kassandra Gove**

*Mayor*





## City of Amesbury, MA

<b>Position Title:</b>	Financial Analyst	<b>Grade Level:</b>	\$22.00 - \$25.00 per hour
<b>Division:</b>	Admin and Finance	<b>Date:</b>	07/17/2025
<b>Department:</b>	Admin and Finance	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	CFO	<b>Union:</b>	Non- Union

**Hours of Work:** 19 hours per week Tuesday, Wednesday, and Thursday.

**Classification:** Part time, non-benefit eligible.

**Position Purpose:** The City of Amesbury's Financial Analyst will be responsible for ensuring the accurate, timely, and compliant processing of financial transactions related to vendor payments for the City. In addition, they will provide accurate, data-driven financial analysis and support to ensure compliance with municipal policies, state, and federal regulations.

**Essential Duties and Responsibilities:** *The essential functions or duties listed below are intended only as examples of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Process, review, and verify invoices, purchase orders, and payment requests in accordance with internal controls and municipal policies.
- Maintain accurate vendor records and respond to vendor inquiries.
- Reviews vendor payments to determine 1099 eligibility, collects W-9 forms, and prepares and files annual IRS 1099 forms in accordance with IRS and municipal reporting requirements.
- Analyze financial trends, expenditures, and revenues across departments.
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- Prepare monthly journal entries for commitments, abatements, refunds, NSF, etc.
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- Performs administrative functions for the City's Administration & Finance department including filing of accounts payable warrants.
- Other related duties as assigned by the Assistant City Accountant and CFO.

### **Minimum Qualifications:**

- Associate/Bachelor's degree in accounting, or a related field.
- Municipal finance experience a plus.

**Required Skills and Qualities:**

- Knowledge of accounts payable policies and procedures within a municipal environment.
- Working knowledge of state and local regulations.
- Working knowledge of municipal accounting systems.
- Knowledge of modern office practices and procedures.
- Demonstrated advanced computer skills and spreadsheet proficiency.
- Demonstrated skills in working accurately with numbers with attention to detail, initiative, and problem solving.
- Demonstrated skills in organization and communication both oral and written.
- Ability to interact positively with all employees and managers throughout the organization.
- Ability to handle sensitive information and to maintain confidentiality.

**Work Environment and Physical Requirements:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

This position is generally sedentary. Employees must be able to remain in a stationary position 50% of the time.

This position requires the employee to communicate, detect, converse with, discern, express oneself, exchange information. The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.

This position requires the employee to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate and assess. The ability to observe details at close range within a few feet of the observer.

This employee frequently moves boxes up to 20 pounds across office areas for various needs, including having to lift, carry, push, pull, or otherwise move objects.

This position is primarily conducted indoors.

*The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.*

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)