

# **Georgia Municipal Association**

## **Financial Services Analyst- Atlanta, GA**

The purpose of this position is to administer GMA's equipment and bricks and mortar financing programs as well as provide support for additional financial related services.

### **ESSENTIAL FUNCTIONS**

Administers department programs; including the 1998 lease pool and the direct equipment and real property financing programs.

Provides operational support with other departmental programs including but not limited to; delinquent business license fees, hotel and motel tax recovery, and alcoholic beverage excise tax compliance.

Assists in developing marketing strategies for financial service programs.

Assists the department director as necessary in planning and administering other department activities.

Confers with bankers, financial advisors, bond counselors, elected/appointed local government officials, underwriters, trustees, vendors, and service providers in administering programs.

Monitors performance of service providers to ensure that contract obligations are fulfilled.

Monitors financial markets for interest rate trends and other financial indicators and uses the information to review participants' needs for new financing programs.

Represents the department at conferences, workshops and meetings.

Makes budgetary recommendations; monitors expenditures of programs and services; monitors fees, charges and other revenues generated from local government programs and services.

Communicates with director, other departments, city managers/finance directors, elected officials, banking personnel, financial advisors, bond counselors, underwriters, trustees, attorneys, service providers, outside agencies, the public, and other individuals as needed to coordinate activities, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Uses references publications, handbooks, contracts, policy manuals, state laws and other resources in performing assigned job duties.

Copies, scans and distributes correspondence, reports and other related materials.

**Minimum Qualifications**

Bachelor's degree in Finance, Business Administration, or related field; three years of experience in public finance, banking, accounting, financial analysis, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

To apply please send resume to [applications@gmanet.com](mailto:applications@gmanet.com)

**About GMA**

Created in 1933, the Georgia Municipal Association (GMA) is the only state organization that represents municipal governments in Georgia. Based in Atlanta, GMA is a voluntary, non-profit organization that provides legislative advocacy, educational, employee benefit and technical consulting services to its members.