

# JOB POSTING

## JUNIOR FINANCIAL ANALYST

*Under the supervision of the Chief Financial Officer, the Junior Financial Analyst is responsible for auditing, processing, and resolving discrepancies in timecard reporting. Additionally, the Junior Financial Analyst will interpret agency policy, maintain compliance with the union master agreement, and remain aware of applicable federal and state labor regulations concerning overtime pay, shift differential, pay rules, and union dues.*

The Junior Financial Analyst is responsible for:

- Entering time card data into the payroll system, processing trial pay runs, and proofing pay data for accuracy
- Producing final payroll register, checking management labor reports for benefit payments and balancing General Ledger
- Auditing physical checks against the register to ensure accuracy and proper count
- Processing weekly and monthly payroll claims such as child support, garnishments, insurance, etc.
- Using automated functions to post payroll to the general ledger
- Preparing monthly reconciliations of all payroll general ledger accounts
- Calculating and recording annual payroll accruals
- Serving as back-up to Finance Clerk for account payable functions

Minimum qualifications:

Associate degree in Accounting or related field from an accredited college or university, or a graduate of a licensed business college

Experience in bookkeeping or clerical functions in a payroll/accounting environment, along with business math and considerable knowledge of generally accepted accounting principles

A combination of education and experience that would provide required skills to perform the job successfully

Two years experience working with ADP or other automated payroll system

Strong computer skills and working knowledge of spreadsheets and word processing programming using MS Word and Excel

Valid Indiana Driver's License required. Must be a resident or willing to relocate to Marion County. Bilingual skills a plus

Ability to communicate clearly and concisely both orally and in writing

For consideration, please contact or send resume to:

Indianapolis Housing Agency  
Human Resources Department  
1919 N. Meridian Street  
Indianapolis, IN 46202  
Email: [jobs@indyhousing.org](mailto:jobs@indyhousing.org)  
Job Line: (317) 261-7232  
Fax: (317) 261-7176  
EOE