



**City of Newburyport
Finance Department
POSITION OPENING**

Position: Financial/Purchasing Analyst

The City of Newburyport seeks candidates interested in working in municipal finance. As part of a collaborative and dynamic finance team, the Financial/Purchasing Analyst will perform analytical, technical and administrative work in areas, such as, purchasing, contract management, insurance and risk management, accounts receivables, accounts payables, financial analysis, among others. Reporting to the Finance Director, this role will gain exposure to all key areas of municipal finance. The individual must work effectively in team settings and is always willing to lend a hand when needed to complete shared tasks.

Please review the full job description on the City of Newburyport website for more information on detailed requirements and essential functions:

<http://www.cityofnewburyport.com/jobs>.

Required Qualifications:

- Minimum of a Bachelor's Degree in business, finance, accounting, economics, public administration or related field.
- Minimum of three (3) years' experience preferred working in banking or financial services, public finance, municipal government, insurance, corporate finance, treasury, consulting or related field; or any equivalent combination of education, training and experience.
- Strong knowledge of Microsoft Office products including the ability to create detailed spreadsheets.
- Attention to accuracy and detail; ability to learn and use new technologies; excellent analytical, decision-making, and problem solving skills.

Hours and Salary:

The regular work schedule consists of Monday through Wednesday, 8 am – 4 pm; Thursday 8 am – 7 pm and Friday 8 am – noon. Salary range of \$57,000 to \$62,000 depending on experience, plus benefits.

Qualified Applicants should send cover letter and resume by email to employment@cityofnewburyport.com or by regular mail to Human Resources Director, City Hall, 60 Pleasant St, PO Box 550, Newburyport, MA 01950.