



Job Title: Systems Analyst

Department: Administration and Finance

Division: Finance

Status: Full-time

Salary Range: \$41,879-\$47,763

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: [lewiss@huntingtonwv.gov](mailto:lewiss@huntingtonwv.gov). They may also apply in person at City Hall, Room 145 – Human Resources Office or complete the online application at [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on “City Government,” and then “Employment Opportunities.” The deadline for submission is the close of business on Tuesday, August 5, 2025. EOE

### SYSTEMS ANALYST

Job Category: Administrative

Department: Administration and Finance

Division: Finance

Job Code No.: FIN-24

Pay Grade: A11

FLSA Status: Nonexempt

### NATURE OF WORK

This is a highly responsible administrative position tasked with analyzing revenue data, developing reports, and providing recommendations to optimize and improve processes, beginning with revenue data, financial reports, and business processes. Work involves the use of automation, smart data tools, and innovative technology to streamline areas, such as revenue collection processes and transition outdated, paper-based workflows into more efficient, transparent digital systems. Work is performed under the supervision of the Finance Director.

### MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university with a bachelor’s degree in data science, computer science, public technology, information systems or a related field; minimum of two (2) years of experience in systems and process automation, including use of automation and scripting tools (e.g., Python, Power BI, Google Sheets scripting); previous work in government, civic tech, or nonprofit organizations preferable; or any equivalent combination of education and experience.

Valid driver’s license from state in which employee resides.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Builds automation tools using Excel, Python scripts, Power Query, or similar platforms to reduce manual tasks.

Develops dashboards and reports that help staff track payments, identify trends, and make data-informed decisions.

Integrates and enhances online payment platforms to improve customer experience for residents and businesses.

Collaborates with Finance and Technology teams to test, implement, and refine new digital workflows.

Documents systems and trains staff on new tools and processes.

Monitors performance, gathers feedback, and iterates continuously to improve solutions.

Researches and recommends emerging tools (e.g., LLMs, AI agents) for continued modernization.

Analyzes current billing, payment, and collection processes to identify areas for improvement in revenue-related processes and workflows to enhance efficiency and accuracy.

Creates and maintains financial reports, including revenue forecasts and performance analysis, to support the strategic decision-making process.

Investigates and resolves issues related to revenue recognition, billing, and other revenue-related processes.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

#### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of online payment platforms or customer-facing digital tools.

Excellent organizational skills, including the ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.

Proficiency with Excel, including advanced functions, macros, or Power Query.

Knowledge of revenue recognition principles and systems.

Understanding of financial principles and concepts related to revenue management.

Familiarity with tax, billing, or municipal revenue systems.

Strong, independent work ethic, creativity, and willingness to learn and experiment with various processes.

Ability to analyze data, identify trends, and reach meaningful conclusions.

Ability to work with structured data and create tools to support the decision-making process.

Ability to maintain accurate records.

Ability to exercise judgment and direction in applying and interpreting City policies and procedures.

Ability to explain technical solutions to non-technical staff.

Ability to express ideas clearly and concisely, both verbally and in writing.

Ability to establish and maintain effective working relationships with City officials, employees and the public.

Ability to handle confidential information and matters in a discreet and professional manner.

#### TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine, and fax machine.

#### PHYSICAL DEMANDS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

#### SUMMARY

The duties listed above are intended only as illustrations of the various types 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. The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.