



City of Framingham, MA

December 8, 2025

Position Vacancy

RFP #26-032-01

Position: Financial Analyst (Part Time)
Department: City Council
Salary Range: M8: Full Range: \$37.35 to \$48.31 per hour
Anticipated Hiring Range: \$37.35 to \$38.86 per hour
Schedule: To be determined
Hours per week: 20, including evening meetings

The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham's City Council Offices are located in the Memorial Building, 150 Concord Street, Framingham and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- Hiring process will include a skills assessment project; finalist interviews will be held in an open meeting of the Framingham City Council

Position Purpose:

The Financial Analyst provides the City Council with objective analyses, appraisals, and recommendations for improvements to the city's budgets and financial systems and activities.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations 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.

1. Provide information to the Finance Subcommittee by assembling and summarizing data; preparing reports; and making presentations of findings, analyses, and recommendations
2. Provide a detailed annual report summarizing the state of the city's finances to the City Council Finance Subcommittee by October 31
3. Review requests made to the City Council by the Mayor for the transfer of funds or supplementary appropriation and present findings to the City Council Finance Subcommittee
4. Performs analysis for annual operating, capital, enterprise, other funds, and grant budgets as requested by the Finance subcommittee
5. Review the Mayor's annual proposed capital improvement program and develop recommendations for actions to be taken by the City Council concerning the capital improvement program
6. Submit to the City Council Finance Subcommittee a report on the Mayor's proposed annual budget, examining revenue and expenditure forecasts
7. Analyze proposed policies or ordinances from a financial perspective, providing recommendations to the City Council to assist in their deliberations
8. Assist in the completion of the annual independent financial audit
9. Prepare and present to the Finance Subcommittee a report on the annual audit

10. Review internal controls, financial records, administrative policies, procedures, and operations of the City following guidelines established by the City Council's Finance Subcommittee and in coordination with the Chief Financial Officer (CFO)
11. At the direction of the City Council Finance Subcommittee, prepare reports of various municipal programs to assist in the delivery of effective and efficient municipal services
12. Works with City Council Secretary to prepare City Council annual budget, including analyzing and collecting necessary data
13. Monitor ongoing expenses and accounts for City Council office
14. Performs similar or related work as required, directed or as situation dictates

Qualifications:

- At least 3 years of related experience
- Bachelor's Degree in Accounting, Finance or a related field
- Knowledge of:
 - Principles and techniques of financial analysis and budgetary control.
 - Knowledge of accounting principles and procedures.
 - Complete working knowledge of computer applications for accounting and financial management; i.e., Excel, budgeting/financial transparency platforms, etc.
 - MUNIS experience helpful
- Ability to:
 - Analyze and interpret financial data and to present findings clearly in written and oral form
 - Analyze financial statements and general ledger
 - Manage projects with minimal supervision
 - Prepare detailed and informative reports and to communicate and interact effectively with all levels of management
- Needed skills:
 - Computer and software applications, including Microsoft Word, Excel, Outlook and MUNIS
 - Aptitude for numbers and details
 - Financial analysis methods
 - Written and verbal communication
 - Organization
 - Public Speaking

An equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be accepted.

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 accommodations may be made to enable individuals with disabilities to perform the position's essential functions.***

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of moving about the office and office building.

Motor Skills: Duties involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination, including operating a personal computer, telephone and other office equipment.

Visual Skills: Position requires routine reading of documents, computer screen, and reports.

Supervision Required:

Work is performed under the general direction of the Chair of the City Council Finance Sub-committee. Day-to-day supervision and support will be provided by the City Clerk or their designee.

Supervisory Responsibility:

The Financial Analyst is not responsible for the supervision of any City employees.

Work Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, fax machine, copier, calculator and other standard office equipment.
- Employee frequently has contact with City departments and employees. Contacts are in person, by telephone, in writing and by email and involve an information exchange dialogue.
- Errors could result in delays in service and some financial repercussions

Confidentiality:

The Financial Analyst may have access to a wide variety of confidential information, including, but not limited to, department records, payroll data, financial information of individuals or vendors, collective bargaining documents, and executive session strategies, which are obtained during the performance of regular position responsibilities. This information is considered confidential in accordance with the Massachusetts Public Records Law (M.G.L. c. 66, § 10) and the state's Conflict of Interest Law (M.G.L. c. 268A, § 23, in particular Section 23(c)).

Accountability:

Consequences of errors or poor judgment may include missed deadlines or adverse public relations.

Complexity:

The Financial Analyst's work will consist of a variety of projects as assigned by the Framingham City Council. The Analyst will be responsible for gathering, interpreting and organizing data and financial information. This is a newly created position and the Analyst will be responsible for establishing necessary processes and procedures.

Judgment:

Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline to the work.

Occupational Risk:

Duties generally do not present occupational risks to the employee. Personal injury could occur, however, through employee failure to properly follow safety precautions or procedures.

Nature and Purpose of Relationships:

Relationships are primarily with City employees, members of the City Council's Finance Sub-Committee and other members of the City Council.