

FINANCIAL ANALYST

FLSA Status: Exempt

CLASS SUMMARY

Coordinates and/or performs broad-impact financial analysis, reporting, and systems development. Performs professional accounting/financial/budget systems analysis and research including the preparation of financial statements and reports, internal audits, financial analysis, operating and capital budget development and analyses, cost allocation and rate models; and cash management and investing functions. Work is performed under general supervision from the Finance Manager. May provide supervision to lower level accounting/finance staff.

ESSENTIAL FUNCTIONS—*Essential duties and responsibilities **may** include, but are not limited, to the following:*

Performs a variety of professional-level accounting/finance/budget functions and analysis in support of the finance department; serves as a technical resource to other City staff on a variety of purchasing, budgeting, accounting, and analytical needs.

Prepares citywide financial statements for the City in compliance with regulations; including research and data analysis, resolves differences, prepares corrections, compiles statements, and required notes, statistical tables, schedules and other supplemental information as required.

Prepares ongoing cash flow analyses, financial reports, planning models and other trends analysis to assist in short- and long-term financial planning; prepares annual comprehensive financial report.

Provides support to the labor relations function by gathering and analyzing salary and benefit data; calculates cost for proposals, including classification and compensation studies.

Assists and/or coordinates the preparation of the City's budget: develops budget procedures, worksheets and forms; reviews and understands department budgets for each functional area; analyzes budget submittals and provides recommendations addressing reasonableness and accuracy; follows-up with departmental staff for additional information; provides general and technical assistance and training to departments.

Performs complex operating or capital budget analyses such as project expenditure/revenue trends; reconciles data between different sources; analyzes proposed legislation and projects fiscal impacts; and prepares analysis and narrative in support of program plans and budget requests.

Advises and assists City and/or department administration regarding budgetary policies and procedures, and account status.

Responsible for daily cash management, maintenance of investment records, and establishing and implementing proper internal controls for cash receipting and other functions.

Oversees the maintenance of chart of accounts: sets up new accounts and related system codes based on state prescribed account coding strategies; deletes obsolete or old accounts that are no longer needed in the system; ensures changes are consistent and correct for financial system and other interfacing systems.

Prepares investment worksheets; contacts brokers and/or banks to obtain bids.

Researches and analyzes statistical reports and other available information to determine type and cause of cost and labor variances; recommends solutions for eliminating variances; conducts special studies and analyses and prepares a variety of special reports as required or requested.

Administers the City's Fixed Asset system; directs City staff in procedures for asset records and reporting; oversees fixed asset inventory; prepare year-end schedules; plans and oversees annual physical inventory; verifies inventory counts.

Administers City's purchase order system; researches and analyzes issues; prepares reports and recommendation; develops and implements purchasing policies, procedures and guidelines; trains City employees on purchasing policy procedures and programs.

Responsible for financial accountability of various projects (operating budget, projects and /or grant-funded state-mandated BARS system, and City/departmental project accounting systems.

Frequent contacts with department staff citywide for information sharing and problem resolution.

Works with Information Technology staff to implement, maintain and/or enhance associated financial systems as required.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in finance and accounting.

Performs related duties as required or assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is primarily performed in an indoor setting with extended periods at a computer. Physical effort is needed to lift and carry office materials and supplies. May be required to work beyond normal working hours.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

A Bachelor's degree with major course work in accounting, finance or a closely related field and considerable experience in accounting, finance or a closely related field or an equivalent combination of education, training and/or experience that provides the following knowledge, skills and abilities.

Knowledge of:

- Generally accepted principles and practices of governmental and general financial accounting, cost accounting, auditing and budgeting.
- Concepts relating to the development of operational controls and standards.
- Financial aspects of project and grant management.
- Principles and practices of financial and statistical analysis, and research techniques.
- Principles and procedures of financial record keeping and reporting.
- Principles, practices and standards of integrated municipal financial analysis and reporting.

- Fair Labor Standards Act.
- Payroll functions in a municipal environment.
- Principles of supervision, training and performance evaluation.
- Basic mathematical principles.
- Modern office procedures, methods, computer equipment and applicable software.
- Principles of complex report preparation.
- Pertinent federal, state and local laws, codes and ordinances.

Ability to:

- Prepare, analyze and balance the City's budget and financial statements.
- Analyze financial documents/information and draw appropriate conclusions.
- Perform cost analysis.
- Interpret, apply and explain City, state and federal purchasing laws, rules, regulations, policies and procedures.
- Maintain complex files, logs, records and databases.
- Prepare and track operating and capital allotments for the City.
- Track and project revenue and expenditures by specific funding category.
- Provide instruction and assistance to other City departments in budget preparation.
- Prepare or create clear, concise and accurate financial and administrative reports.
- Operate a 10-key adding machine by touch.
- Prioritize workload to meet deadlines.
- Resolve complex problems.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

LICENSE OR CERTIFICATE REQUIREMENTS

None

*Class specifications are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job. Specifications are **not** intended to reflect all duties performed by employees in each position assigned to the class.*