

Senior Financial Analyst

FLSA: Administrative exemption

Summary: The Senior Financial Analyst will actively participate in functions related to building financial statements, analyzing complex financial data, preparing advanced models and financial forecasts, and maintaining the City's bond portfolio. The selected candidate will have the opportunity to showcase their experience and skills to support the goals of the department, while actively participating in new initiatives to further enhance the accuracy and integrity of the City's financial data. Performs complex work related to accounting, financial reporting, and advanced analysis of the city's finances. Work involves the application of financial analysis with an emphasis on budgetary issues and personnel studies. May be required to perform intermediate accounting work involving, preparation of financial statements and general ledger accounting duties. Review, analyze, evaluate financial data; prepares reports and responds to inquiries; and recommends and approves actions to resolve financial issues.

Supervision

Supervision Received: Works under general supervision of the finance director. Depending on organization structure, may work independently with responsibility for an assigned function or program.

Supervision Given: No supervisory responsibilities.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel and offices throughout the City Hall in answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.

Essential Functions

The essential functions or duties listed below 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 of the position:

- Develops, interprets and implements financial concepts for financial planning and control.
- Assists the finance director and deputy mayor in the budget process and puts together required tables and charts.
- Participates in preparation of the annual and quarter financial reports and reviews monthly revenues/expenditures and ensures that budgetary goals are met.
- Performs technical analysis to determine present and future financial performance.
- Gathers, analyzes, prepares and summarizes recommendations for financial plans, trended future requirements and operating forecasts.
- Performs economic research and studies in the areas of rates of return, depreciations, working capital requirements, investment opportunities, investment performance and impact of governmental requirements.
- Carries out assignments that are typically straightforward financial in nature.
- Collaborates with other finance/treasury staff on projects.
- Prepares analysis and amendments to the budget.
- Collect and analyzes multiple statistical factors.

Decision Making

Selects from multiple procedures and methods to accomplish assigned tasks and applies organizational policies to the financial approvals.

Assistance/Leadership Provided

Occasionally provides assistance, guidance, and/or training to peers and/or less experienced staff serves as a technical resource or mentor to other employees. May lead or instruct peers and/or less experienced workers in high level or technical jobs.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's degree in finance, accounting or related field and three years' of specific governmental accounting professional experience. CPA license preferred.

Knowledge, Ability, and Skill:

- Extensive knowledge of concepts and processes in finance area.
- Strong understanding of relationship of professional discipline with other organizations and functions.
- Skill in use of Microsoft Office, accounting software, databases.
- Skill in interpersonal communications and in presenting information.
- Ability to apply professional knowledge to carry out assignments with limited supervision.
- Ability to process numbers quickly and accurately. Ability to spot inconsistencies and either troubleshoot issues as they arise or escalate to higher level.
- Ability to train others.
- Ability to build effective relationships within the organization.
- Ability to interpret and apply regulations, procedures and related information.
- Critical thinking ability.
- Familiarity with GAAP principals and (Federal Aviation Administration) FAA PFC Program.
- Proficient in BS&A or other governmental financial applications.

Essential Capabilities and Work Environment

- Regular, reliable, and punctual attendance at work.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequently works under deadlines, as a team member, and in direct contact with others.

Physical Requirements

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 essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.