



Financial Analyst

Purpose of the role:

Under general supervision, performs a variety of complex financial analyses that assist in the evaluation of financial transactions, utility rate structures, and operating and capital budget proposals; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

This is the full journey level class in the Financial Analyst series performing the full range of financial analysis duties with only occasional instruction or assistance. Positions at this level are distinguished from the Senior Financial Analyst by the performance of the full range of duties as assigned, working independently, applying well developed financial analysis knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Performs rate analyses for assigned City utilities; coordinates bi-annual updates for assigned utility financial plans.
- Participates in utility billing rate changes; develops correspondence to distribute to customers explaining rate changes; performs computer queries of customer accounts for incorrect billing or missing accounts.
- Performs analyses of potential funding sources; evaluates and estimates potential revenue streams and impacts on City operations.
- Performs complex and technical analyses on new debt issuances and the refinancing of existing debt; assists in establishing financing parameters; reviews bond counsel reports to ensure City priorities are addressed and interests protected; drafts reports and recommendations for review.
- Analyzes the City's daily cash position and cash flow requirements, analyzes economic and interest rate trends; reviews investment strategies and options and selects investments as appropriate.
- Provides assistance in the development of assigned budget; analyzes current and historical trends and determines and improves forecasting.
- Performs special analyses and drafts reports and recommendations on assigned projects.

- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a municipal financial analysis program.
- Methods and techniques of accounting and financial analysis.
- Basic theories, principles, practices and techniques of public agency financing.
- Basic principles of municipal debt structuring and management.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of municipal budget preparation and administration.
- Standard terminology and provisions of bond documents and debt vehicles.
- Pertinent federal, state, and local laws, codes, and regulations.

***Desired
Minimum
Qualifications:***

Ability to:

- Analyze and make sound recommendations on complex financial data.
- Perform complicated mathematical calculations and analyses.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare clear, concise and comprehensive financial analyses, reports and written materials.
- Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer-Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education:
A Bachelor's Degree from an accredited college or university with major course work in public or business administration, finance or a related field.

Experience:
Two years of progressively responsible experience performing complex financial analyses, preferably in a governmental agency.

Licenses; Certificates; Special Requirements:
A valid Class C California driver's license is required.

The conditions herein 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 job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; frequent interaction with City staff, outside agencies and organization.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: