



Senior Financial Analyst

Purpose of the role:

Under direction, provides direct or lead supervision to assigned staff; oversees and participates in the more complex and difficult work of staff responsible for complex financial analyses that assist in the evaluation of financial transactions, utility rate structures, and operating and capital budget proposals; oversees business functions of the department; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

This is the advanced journey level class in the Financial Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned including providing supervision or lead direction to assigned staff. Employees perform the most difficult and responsible types of duties assigned to classes within this series including highly complex and technical analyses associated with the financing of City operations and of capital facilities. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

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:

- Plans, trains, and reviews the work of staff responsible for the department's processing of accounts payable, accounts receivable, purchase requisitions and budget monitoring; conducts complex financial analyses that assist in the evaluation of financial transactions, utility rate structures, and operating and capital budget proposals; participates in performing the most complex work of the unit including technical analyses associated with the financing of City operations and of capital facilities.
- Trains assigned employees in their areas of work including complex financial analysis methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs rate analyses for assigned City utilities; coordinates bi-annual updates for assigned utility financial plans.
- Oversees 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 and coordinates City review and action 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; monitors budget and analyzes current and historical trends and determines and improves forecasting.
- Reviews City Council agenda items with a financial impact for funding and coding purposes; determines whether sufficient budget and fund balances exist to support capital expenditure.
- Maintains the City's Capital Asset System including a variety of records and other related information.
- Responds to questions from capital project managers in monitoring their budgets, contracts, encumbrances and expenditures; prepares Capital Projects status reports as requested.
- Prepares staff reports for City Council, budget adjustments and change orders; prepares selected capital projects and other spreadsheets for posting to the City's web page or for City Manager's review.
- Reviews capital project purchase orders for proper coding and to ensure that budgeted funds are available before they are encumbered; responds to inquiries from accounting staff regarding capital project encumbrances.
- Provides and/or reviews all comprehensive annual financial reports and component unit financial reports as related to capital projects.
- Maintains information related to the City's Land Master records.
- 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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a municipal financial analysis program.
- Principles of supervision and training.
- Methods and techniques of accounting and financial analysis.
- Advanced theories, principles, practices and techniques of public agency financing.

- Advanced 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 governing community redevelopment, issuance of bonds and financing vehicles and related matters.

Ability to:

- Plan, organize, and review the work of staff.
- Independently perform the most difficult financial analysis functions.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- 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.
- Analyze and make sound recommendations on complex financial data.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial analyses, reports and written materials.
- Work independently in the absence of supervision.
- 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
- Team Builder
- Strategic Thinker
- Accountable
- 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:	<u>Education:</u>
	A Bachelor's Degree from an accredited college or university with major course work in public or business administration, finance or a related field.
	<u>Experience:</u>
	Five years of progressively responsible experience performing complex financial analyses, preferably in a governmental agency.
	<u>Licenses; Certificates; Special Requirements:</u>
	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:	<u>Physical:</u> 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. <u>Vision:</u>
	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. <u>Hearing:</u> Hear in the normal audio range with or without correction.
	<u>Environment:</u> 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: