

**ADMINISTRATIVE SERVICES DEPARTMENT
FINANCE DIVISION
FINANCIAL ANALYST**

GENERAL DUTIES: Under general supervision of the Finance Director, perform a variety of professional level financial and accounting duties and budget analysis work for the Finance Division. Duties will include primary responsibility for the maintenance and administration of the financial system, performance of complex accounting entries and budgetary oversight, coordination of non-routine finance projects, creation and maintenance of financial reports, and analysis of other high-level financial issues. Additional work assignments assisting other departments are anticipated.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Perform complex accounting entries and budgetary oversight.
2. Manage and coordinate non-routine projects as assigned.
3. Provide accounting for tax assessment districts and debt service related to bonds.
4. Provide back-up and cross training to the Budget Analyst.
5. Provide back-up to the Revenue Officer for the completion of the annual Fee Schedule.

6. Coordinate the annual financial audit process for the City.
7. Coordinate phases of budget process through the financial system, plus creation and formatting of budget reports utilizing a report writer.
8. Analyze problems, evaluate alternatives, and implement creative recommendations.
9. Research past expenditures and project future changes using regression analysis and historical trending.
10. Perform cash accounting and reconciliation duties.
11. Analyze and reconcile subsidiary, budgetary and general ledger accounts.
12. Complete year-end audit tasks as assigned.
13. Assist with the coordination of programs and development of data on projects or problems involving more than one department.
14. Develop annual budgets for assigned cost centers.
15. Perform other related duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Communicate effectively, both verbally and in writing.
2. Proficient in the use of a personal computer and various computer software.
3. Maintain accurate and detailed records and make accurate arithmetic calculations using statistical and analytical skills.
4. Organizing work, setting priorities, meeting deadlines, and following-up on assignments with a minimum of supervision and direction within established guidelines.

KNOWLEDGE: Knowledge of:

1. Principles, practices, and policies of City organization, administration and management.
2. Financial management including government financing and budgeting, accounting theory and practices, and public finance.
3. Accounting, auditing, financial forecasting, and budgeting principles and practices.

4. Governmental accounting principles, applicable laws and regulations, and financial reporting practices.
5. Statistical and analytical methods, techniques and procedures.
6. Computer applications, including spreadsheet, database, word processing and presentation software.
7. Basic management information system applications for accounting and budgeting functions.
8. Project management
9. General customer service principles and practices.

ABILITIES: Ability to:

1. Analyze budgets and other financial data.
2. Manage multiple priorities.
3. Analyze complex problems, evaluate alternatives and implement creative recommendations.
4. Establish and maintain effective working relationships with Supervisor, co-workers, other departments, outside agencies, and the general public.
5. Use independent judgment, within established guidelines, in the course of undertaking assigned responsibilities.
6. Organize work, set priorities, meet deadlines, and complete assignments with minimal supervision.
7. Provide technical and substantive direction to other staff members on financial matters.
8. Communicate effectively, both verbally and in writing.
9. Provide excellent customer service.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. LaserJet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine

8. Optical character reader
9. Typewriter
10. Microfiche reader
11. Binding machine
12. Paper shredder
13. Paper cutter
14. Presentation equipment, microphones, easels, overhead projectors, etc.
15. Specialized computer software
16. Automobile

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, plans, and boxes of work-related material:

1. Sitting, for prolonged periods of time while working at a computer or attending meetings.
2. Walking
3. Standing, during Council meetings or other public presentations.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling, boxes of files or plans.
10. Lifting up to 25 lbs.
11. Driving
12. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, microphone, overhead projector, easel, or automobile:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, over 90% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, less than 2% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 8% of the time.
3. Flooring: Asphalt, grass, dirt, wood, carpeting, linoleum, tile, and uneven surfaces.
4. Noise Level: Minimal to low exposure to equipment noise when traveling in the field.
5. Lighting: Normal outdoor conditions, with some exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by vehicle or plane.
7. Dust or Fumes: Normal to high outdoor levels of dust, pollen, or vehicle exhaust when conducting surveys or research or when traveling.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, paper cutter, microphone, overhead projector, etc.

When traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in the field, as well as in a typical office environment. Office exposure to fumes or gases may occur due to the use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Bachelor's Degree from an accredited college or university with major course work in Accounting, Finance, Public Administration, or a closely related field.
2. Three (3) years of responsible, professional work experience in the areas of Budgeting, Accounting, and/or Finance. One (1) year of local government accounting or finance experience that has included general accounting and budget responsibilities is preferred.

3. Demonstrated experience performing detailed analysis and preparation of reports related to evaluation of financial data and budgetary compliance.
4. Experience in utilization of current personal computer Excel spreadsheet and Microsoft word-processing applications.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses and attending seminars, workshops and individual study.
7. Pass a post-offer medical examination, which includes a drug test.
8. Pass a Department of Justice criminal record check and background check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).