

SENIOR FINANCIAL ANALYST

DEFINITION

Under general supervision, manages complex financial functions including accounting, managing the City's investment revenue collection and cash management; supervises and coordinates the work of assigned staff; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Financial Analyst is a supervisory, advanced-level classification responsible for overseeing staff and performing the most complex financial, budget, accounting, and treasury functions. It is distinguished by its supervisory responsibilities, technical expertise, and independent decision-making on specialized financial projects.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Plans, coordinates and supervises the work of staff engaged within the Finance department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; manages and directs development, implementation and evaluation of plans, policies, work processes, systems and procedures to achieve annual goals, objectives and work standards
2. Develops and implements accounting and reporting policies and procedures including monitoring and evaluating the impact of proposed legislation and regulations on the City's programs and requirements within assigned areas of responsibility; conducts research and recommends new procedures, forms, policies, processes and/or programs to conform to new requirements.
3. Maintains current knowledge of new trends and innovations in the field of revenue and cash collections, related internal control programs, and customer service; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
4. Explains, justifies and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints
5. Supervises and participates in the preparation and analysis of various financial statements, schedules, reports, accounts receivable functions and cash handling activities within the Finance department and citywide.
7. Establishes, monitors and assesses financial systems, controls and reports in compliance with accounting procedures, laws, ordinances and other regulations and agreements.
8. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods and recommends changes to departmental policies and procedures, systems and standards; and serves on department management team.
9. Conducts a variety of special studies and audits; prepares and may present a variety of detailed accounting analyses, statistical data, feasibility and narrative reports.
10. Prepares various financial statements, statistical reports and balance sheets reflecting financial condition and fund balances.

11. Coordinates accounting and assigned activities with other divisions, departments and outside agencies; confers with other City departments regarding procedures, policies, reporting requirements and status of accounting and auditing activities.
12. Coordinates audit related activities; assists in the development of accounting and audit control methods; prepares and provides related documentation and procedures to comply with accounting procedures, laws, ordinances and regulations.
13. Within established laws, policies, and guidelines, manages the City's banking and investment portfolio manager relationships, develops and analyzes cash flow projections and develops certain revenue projections; evaluates investment opportunities; oversees investment of surplus funds, subject to the approval of the Director of Finance, in accordance with City guidelines and policies; prepares Treasurer's reports for submission to the City Council; annually review and update the City's investment policy and prepares and submits for Council approval; maintains financial transactions records from City revenue sites
13. Oversees assessment district bonds; verifies accuracy of related records; transmits data to the County for inclusion on the property tax rolls, establishes districts; coordinates bond sales; administers mandated accounting practices.
14. Provides support to the Finance Director or other senior managers on a project-specific basis and serves as Acting Department Head as required.
15. Assists in budget preparation and administration.
16. Supervises, trains and evaluates assigned staff.

Other Duties

17. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Occasional travel to City sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Prolonged periods of sitting or standing.
- Hearing and speaking to exchange information and make presentations.
- Occasional standing, walking, bending, and reaching to access files or office equipment.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in Accounting, Public or Business Administration, Finance, or related field

Experience: Four years of progressively responsible professional finance, accounting or investment experience at least two years of which shall have been in a supervisory capacity. Municipal or government accounting experience is desired.

Knowledge

Knowledge of principles and practices of general, fund and governmental accounting, including financial reporting and financial statement preparation; principles of budget development and administration; auditing practices and methods; applicable

federal, state and local laws; computerized financial systems.

Ability

Ability to effectively plan, organize and supervise financial and accounting management and reporting activities and assigned departmental functions; develop and implement goals, objectives, procedures and controls for accounting functions; maximize accounting, control and reporting capabilities; interpret, apply and explain established policies, procedures, rules and regulations; coordinate interdepartmental activities; evaluate administrative, legislative, financial and accounting information; coordinate auditing activities; prepare and administer budgets; utilize computer equipment and interpret computerized information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound independent judgment within established policy and regulatory guidelines; resolve complaints and problems; supervise, train and evaluate assigned staff.

Other Requirements

~~Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.~~