

Principal Financial Analyst - DRAFT

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DEFINITION:

Under direction, performs, organizes, and directs difficult, complex, detailed analytical work related to fiscal and budget functions; performs highly responsible and complex administrative duties, provides technical assistance to City departments as it relates to budget development and monitoring; researches, analyzes and reviews complex financial data ;supervises and trains assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Work in this class is characterized by complex analytical work, overall coordination, development, and implementation and monitoring of the City's budget, and the responsibility for supervision of staff.

EXAMPLES OF DUTIES:

1. Leads and performs professional technical and analytical work in the areas of preparation, implementation, monitoring, and evaluation of the City budget.
2. Prepares fund summaries for use in preparation of the City's annual budget, mid-year review, and year end summary; analyzes and recommends budget funding levels and determines impact of programs, cost proposals, and related matters.
3. Coordinates the City budget process with departments, including preparation of the budget manual, development of schedules, worksheets and exhibits; monitors interdepartmental cost allocation and actual expenditures.
4. Creates, manages, and maintains inter-fund loans; performs annual budgeting of interest payments and payoffs; posts and creates journal entries for loan transactions.
5. Coordinates with other Finance Department staff and City departments to ensure cost accounting and revenue collection systems are consistent with the approved budget; reviews accounting systems and procedures and makes recommendations for improvements and/or modifications.
6. Provides assistance and advice to City departments in resolving budgetary issues; trains City staff on budgetary process; prepares and maintains mid-year and annual budget instructions.
7. Represents the City in public meetings; prepares presentations for meeting with citizen groups and the City Council; provides recommendations and prepares suggestions for improving education, understanding, and engagement of the public regarding the City Budget and financial operations.
8. Develops and implements financial and management systems, policies, procedures and standards for budget preparation, examination, monitoring and control.
9. Prepares and presents the City's long-term financial forecast.
10. Prepares reports for management review, including periodic financial reports; reviews departmental staff reports; reviews, approves and processes budget amendments reports.
11. Performs complex or sensitive labor negotiations/collective bargaining costing

12. Evaluates, reviews, and prepares financial impact statements for proposed city ordinances, resolutions, and other policy changes.
13. Performs advanced administrative and analytical support. Serves as liaison on administrative and special projects matters between the Finance Department and other city departments, committees and citizen groups.
14. Conducts advanced complex research projects; gathers and analyzes data; writes reports; develops recommendations, cost implications and implementation guidelines for new programs and existing and proposed projects.
15. Builds and maintains positive working relationships with co-workers, other City employees, elected officials, and the public using principles of good customer service.
16. Supervises, evaluates, trains staff as assigned
17. Performs related duties as assigned.

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, finance, public administration, business administration, or a related field.

A master's degree in public administration, public policy, or business administration is desirable.

Five years of progressively responsible experience performing complex analytical work including professional accounting, financial analysis and reporting, and budgeting, preferably in a public agency.

Knowledge

Knowledge of principles and practices of budget development, monitoring and implementation; principles and practices of governmental accounting, auditing, and financial reporting including GASB; financial management policies and procedures; quantitative and management analysis techniques; program and project development, implementation, and evaluation methods; pertinent local, State and Federal laws, rules and regulations, as related to area of assignment; modern office practices, methods, and computer equipment including relevant software programs including spreadsheet applications and automated financial management systems; effective oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation; safe work practices; principles and practices of supervision, training and performance evaluation; and principles and practices of excellent customer service.

Ability

Ability to independently perform professional duties related to the development and monitoring of the citywide budget; apply accounting principles to the analysis of budgetary and accounting records; prepare financial statements and reports; develop technical reports and presentations; monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards; train staff in budgetary principles, practices and procedures;

understand and carry out oral and written instructions and prioritize workload to meet deadlines; analyze complex departmental budget requirements, programs, policies, procedures, and operations; plan, develop, implement, administer, and evaluate projects and programs; exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation; communicate effectively, tactfully and positively in both oral and written form; operate and use modern office equipment and technology, including computers and applicable software; utilize appropriate safety procedures and practices for assigned duties; establish and maintain effective working relationships with those contacted in the course of work; Supervise, train, and evaluate staff; contribute effectively to the accomplishments of City goals, objectives and activities.

Special Requirements

Willingness and ability to work outside regular scheduled hours to meet operational needs as this position requires attendance at meetings, including ones that will be conducted during evening hours and/or on weekends. This position requires irregular work hours as necessary to meet deadlines and achieve objectives.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.