

CLASS TITLE: FINANCIAL ANALYST

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for technical work in financial research, forecasting, planning and budget analysis and perform other related assigned duties.

ESSENTIAL TASKS:

- Conducts research into areas of finance including bonds and taxation to determine new applications or maximum benefit to the City
- Prepares short and long range revenue forecasts and departmental plans
- Prepares both general and specific applications of cost benefit analysis to City operations
- Prepares spending schedules for various funds
- Coordinates bond sale document preparation
- Prepares and reviews ordinances
- Monitors current arbitrage bond regulations relative to local bond issues
- Reviews and analyzes departmental budget requests and amendments and recommends adequacy or inadequacy of same to the Mayor and City Council
- Reviews long range capital plans and personnel actions
- Conducts periodic analyses and estimates of expenditures and revenues
- Runs indirect cost models
- Analyzes condition of operating funds and submits a periodic report of findings
- Provides necessary data for Police and Fire pension fund actuarial survey
- Participates in special studies
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, accounting, or economics, and three (3) years of responsible experience in the field of public finance; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, methods, and techniques of accounting and financial management; good knowledge of the economic and bond markets; and good knowledge of research techniques. Ability to conduct complicated research; ability to analyze complex budgetary problems; ability to compile data and prepare reports and recommendations on financial matters, and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; may be subject to walking, sitting, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2576

EEO Code: N-02

Pay Code: AT-36

Group: Fiscal

Series: Financial Management

Effective date: December 1, 2000