

FINANCIAL ANALYST

Definition:

Under general supervision, performs a variety of difficult and complex professional accounting and financial duties in the Department of Financial Services and provides technical assistance to other departments and performs related work as required.

Distinguishing Characteristics:

This is a journey level position and receives only occasional direction or assistance in performing a variety of accounting and budgeting duties. The position receives direction from the Director of Finance or the Deputy Director of Finance. The position must communicate both orally and in writing with Agency personnel, staff from other agencies, Board members and the public. Most work is done in an office environment and requires the use of a personal computer on an intensive, daily basis. Occasional lifting and carrying of up to 35 lbs., prolonged sitting, occasional bending, stooping required. May occasionally travel and operate a motor vehicle.

Examples of Duties:

- performs professional accounting work in accordance with prescribed accounting standards (GASB, GAAP, Utility Accounting);
- reconciles and analyze accounts;
- prepares long-term revenue and expense projections and expanded project accounting;
- performs cost-benefit analyses;
- assists in the coordination, preparation and monitoring of the Agency budgets;
- calculates costs and projections for the budget;
- maintains statistical and economic data for estimates and forecasts;
- performs overhead analysis for Capital Improvement Projects and other cost allocations, conducts internal audits;
- prepares a wide variety of reports and analyses of financial data on request;
- queries accounting system data base and develops custom reports;
- assists departments with contract administration;
- gathers information and prepares reports on revenue including grants, assists in preparing grant applications and administering grants received;
- performs internal audit functions, special projects and related duties as required.

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Qualifications:

Knowledge of:

- pertinent federal, state and local laws, codes and regulations, accounting principles and procedures in utilities and government, principles and practices in local government budget preparations and administration;
- finance and cost distribution systems;
- modern office practices and procedures;
- use and operation of a personal computer and typical office software.

Ability to:

- understand and communicate to others the Agency's financial and budget systems;
- interpret and apply principles, laws and procedures related to budget preparations and administration;
- exercise high level analytical skills;
- work independently;
- conduct feasibility studies, cost-benefit analyses, and the analysis of fiscal information;
- develop forecasts and trend analyses;
- estimate and project revenues, project costs and general expenditures, query databases and develop reports using a variety of computer report writing tools;
- communicate effectively both orally and in writing;
- develop and maintain cooperative working relationships with others;
- learn integrated computer budgeting and accounting systems.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills and abilities listed above. These would normally be acquired by completion of the requirements for a bachelor's degree in business administration, accounting or a closely related field and four (4) years of increasingly responsible public sector finance and budgeting experience or an equivalent combination of education, training and experience.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record.