

JOB DESCRIPTION



MANAGEMENT ANALYST - FINANCE

(Exempt/Management Position)

DEFINITION

Under general direction of the Finance Director, to perform and be responsible for regular financial management activities of the department and special projects, as assigned; to coordinate with the Finance Director in the preparation and maintenance of the City's annual budget; to demonstrate a variety of professional, technical, analytical, and administrative skills in providing staff assistance to the Finance Director; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Serves as Budget Manager for the Finance Department, administering the preparation of the annual budget document and coordinating its development and review with City department heads, the City Manager, and the City Council. (E-M)
- Coordinates the development of the City's five-year capital improvement plan (CIP) budget and prepares the document for incorporation into the City's annual operating budget. (E)
- Prepares regular reports, including monthly year-to-date budget-to-actual reports to City departments and works with the department's Accounting and Financial Reporting division to produce quarterly and annual reports, including the Comprehensive Annual Financial Report (CAFR). (E)
- Manages budgetary compliance for the City, monitoring all expenditures at the object level across all funds. Coordinates with the department's Procurement Division to remedy encumbrance issues related to the budget. (E-M)
- Processes budget adjustments, including updating the City's financial management system. (E)
- Prepares and maintains the City's financial management system budget application. (E)
- Prepares budget adjustments for the Finance Department and reviews for accuracy those prepared by other departments and/or the City Manager.
- Identifies problems, conducts research, analyzes data, and makes recommendations regarding a variety of administrative, fiscal, and operational issues. (E-M)
- Prepares and assists in the preparation of various federal and state reports. (E)
- Prepares staff reports and makes presentations to the City Council. (E)
- Represents the City in the community, at professional meetings, and to other governmental agencies as required.
- Provides responsible and professional staff assistance to the Finance Director on special projects and activities as assigned. (E-M)
- Maintains relevant professional certifications, professional standards, and engages in continuing education and professional development that benefit the community and the City organization.
- Manages department staff when assigned.
- Works flexible hours. (E)
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of organizational administration.
- Best practices in budget development and preparation for a public agency.

- Generally accepted accounting principles (GAAP), including governmental/fund accounting and fund financial statement presentation.
- City operations, rules, policies, and methods.
- Statistical record keeping and interpretation.
- Computer spreadsheet software, such as Excel.
- Research techniques and methods of report presentation.
- Principles of analysis concepts and computer operation.
- Applicable Federal, State, and local laws, regulations, ordinances, and policies.

Ability to:

- Prepare, analyze and monitor the budget of a large public organization.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make investigations, determine the cause of accidents, and initiate corrective action.
- Communicate and present ideas clearly and concisely, orally and in writing.
- Analyze safety and loss prevention programs to reduce and maintain low insurance costs and claims expense.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Evaluate extensive data effectively and objectively, and prepare oral and written reports and recommendations clearly, logically, and concisely.
- Analyze administrative issues and situations and develop effective resolutions.
- Comprehend various aspects of local governmental operations.
- Use and operate computer system, which requires manual dexterity.

Experience and Education:

Any combination of education and/or experience equivalent to a Bachelor's Degree in Public or Business Administration or related field and three years of administrative experience. A Master's Degree in Public Administration, Public Affairs, or Public Policy is desirable. Designation by the Government Finance Officers Association (GFOA) as a Certified Public Finance Officer (CPFO) is desirable. Computer experience, including Microsoft Word and Excel, preferred.

Necessary Special Requirement:

Possession of a valid Class C California Driver's License.