

FINANCE ANALYST

PURPOSE

Under general supervision, to perform a variety of professional budgetary, financial, administrative and analytical activities in support of the Administrative Services department; to perform complex financial analysis to prepare and monitor the City's budget; to provide technical assistance to City departments as it relates to budget development and monitoring; to oversee the City's payroll process; to prepare compensation and benefits costing for negotiations; to coordinate the work of subordinate staff on assigned projects; and to perform related work as required.

WORKING CONDITIONS

Work is conducted primarily in an office setting. Conditions may include occasional attendance at evening meetings. May also include occasional weekend or irregular hours.

PHYSICAL DEMANDS

Mobility to work in a standard office environment and use standard office equipment. Ability to attend off-site meetings and/or meetings outside of regular working hours. Sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist and reach while performing office duties; lift light weights. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Deputy City Manager/Administrative Services; may receive technical and functional supervision from the Deputy Finance Director.

DISTINGUISHING CHARACTERISTICS

This is a mid-management level single position classification. Incumbent utilizes independent judgment in the performance of analytical, budgetary, and policy management responsibilities that may be confidential in nature. The Finance Analyst may provide lead direction to support staff on assigned projects or areas of expertise.

This class is distinguished from the Deputy Finance Director in that the latter assists in planning, organizing, directing, coordinating, and implementing the activities of all the financial systems and services for the Administrative Services department.

ESSENTIAL JOB FUNCTIONS – Duties may include, but are not limited to, the following:

Perform professional technical and analytical work in the areas of City-wide budget development, monitoring and implementation.

Prepare fund summaries for use in preparation of the City's annual budget, mid-year review, and year end summary; analyze and recommend budget funding levels and determine impact of programs, cost proposals, and related matters.

Participates in the on-going budget monitoring process; provides alternative budget scenarios for management review; creates and maintains spreadsheets and reports for budget analysis; implements necessary adjustments to the budget.

Prepares budget staff reports; provides technical and administrative assistance as assigned.

Provide assistance and advice to City departments in resolving budgetary issues; train City staff on budgetary process; prepare and maintain mid-year and annual budget instructions.

Oversees the City's payroll function; acts as back-up for processing.

Performs banking transactions including wire transfer, payroll transmission.

Reviews, analyzes and interprets Memorandum of Understanding, benefit contracts and other documents applicable to payroll, the compensation budget, and costing of proposals.

Collects compensation and benefit data and prepares analyses and reports.

Participates on the city's negotiating team as assigned; may prepare costing of proposals and related research.

Researches, develops, implements and interprets policies, procedures, standards and regulations applicable to the City's finance, payroll, purchasing and budget processes; ensures compliance with applicable laws and regulations.

Prepares a variety of comprehensive reports, correspondence and records; maintains complete files and records of work performed.

Attends meetings and may serve on various committees relative to department activities.

ESSENTIAL JOB FUNCTIONS – Continued

Assists in the implementation and monitoring of various department and City programs and policies.

Coordinates assigned activities with other departments and agencies; coordinates the work of subordinate staff on assigned projects.

Makes every reasonable effort to continually improve the manner in which the job is performed and increase the quality of service to the public.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles and modern methods of public and business administration with special reference to fiscal policy, project management, payroll administration, negotiations, and budgetary development and management; applicable federal, state and local laws, rules, and regulations; compensation and benefits research and analysis techniques, including state and federally required employment benefits and costs; principles and practices of policy and procedure development and implementation; principles and practices of conducting analytical studies; evaluating alternatives, preparing clear and concise reports, and making sound recommendations in a timely manner; correct English usage, grammar, spelling, punctuation; applicable math related to costing and budgets; personal computer hardware and software typically found in a modern office; spreadsheet and pivot table usage; establishing and maintaining a variety of filing, record keeping and tracking systems.

Ability to develop and analyze the City's budget; develop, implement, interpret and apply policies, standards and procedures; provide assistance and support to the City's payroll function; review and interpret Memorandum of Understanding and calculate related compensation and benefit costs; read, analyze, evaluate and summarize varied information and data including reports, financial reports and budgets; analyze complex issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret, analyze and apply applicable local, state and federal laws and regulations; communicate clearly and concisely both orally and in writing; organize and set priorities for a variety of projects and tasks to meet deadlines under changing conditions; establish and maintain a variety of filing, record keeping and tracking systems; work effectively with sensitive and confidential information; use personal

computer software for the successful and efficient completion of assigned responsibilities; maintain proficiency in the applications used by the division; coordinate activities with other City departments and agencies as required; establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. Typical ways to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree in human resources, business or public administration or a closely related field.

Experience: Three years of recent, professional experience in budgeting and analysis, payroll management, or compensation and benefits costing preferably in the public sector.

Other Requirements:

This position requires possession of a valid Class C California Driver's License.