

CITY OF SAN JUAN CAPISTRANO

SENIOR FINANCIAL ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of complex financial functions in the City's Administrative Services Department; to oversee the City's fiscal operations, and to prepare key financial and technical reports related to the City's Budget and Capital Improvement Program.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management or executive staff. May supervise technical or administrative personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential Functions:

1. Reviews and analyzes budget requests for needs, conformance to stated objectives and the historical basis of use; and makes recommendations for increases or decreases to resource allocations.
2. Interprets City financial policies for other City departments and makes recommendations as to the appropriateness of policy changes. Develops, implements, and maintains procedures and administrative monitoring practices for operating budget and capital project development functions.
3. Provides management with early warning and practical options to potential cost overruns in areas of capital projects and operating budget.
4. Gathers and evaluates information from various sources and prepares appropriate reports, requests for proposals, and applications; analyzes trends and develops long-range plans.
5. Prepares clear and concise technical and financial reports for consideration by the City Council, Commissions, and staff.
6. Forecasts City-wide revenue and expenditures.
7. Maintain City's general ledger, payroll process, and fixed asset and property control system.
8. Oversees surveys of departmental organization, management, staffing utilization, and procedures.
9. Prepares and administers City's operating and capital budgets, division budget, and Comprehensive Annual Financial Reports (CAFR).
10. Establishes collaborative and effective working relationships with internal staff in the course of work.
11. Provides responsible staff assistance to higher level management or executive staff and serves on various boards and commissions as assigned.
12. Serves as liaison to special committees, official or quasi-official bodies, and governmental agencies.

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13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance.
14. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal budget preparation and administration.
- Principles, practices and terminology of municipal finance and municipal government accounting.
- Principles of municipal budget preparation, administration, and control.
- Applicable federal, state, and local laws, ordinances, codes, and regulations.
- Principles and practices of automated data processing of accounting systems and information, especially management, and interpretation of input and output documents.
- Principles and practices of Capital Improvement Programs.
- English usage, spelling, grammar, and punctuation.
- Laws, regulations, City Municipal Codes, ordinances, and resolutions.
- Modern office methods, practices, procedures and equipment

Skill in:

- Financial analysis, planning, and administration; and in developing and producing financial reports.
- Recognizing issues and identifying problems; performing research and fact finding, presenting alternatives in an analytical and logical format, formulating and recommending solutions, and evaluating results.
- Prioritizing workload, taking into consideration multiple deadlines, frequent interruptions, and fluctuating priorities.
- Organizational and time management.
- Independently performing analytical activities in the area of work assigned.
- Making effective public presentations; communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Preparing clear and comprehensive reports.
- Exercising independent judgment.
- Managing projects through completion.
- Obtaining organizational support for a project and obtaining cooperation from key staff within the organization to ensure a successful project implementation.
- Conducting employee evaluations and providing direction to lower level staff.

EXPERIENCE AND TRAINING GUIDELINES

Experience:

Five years of experience in financial, administrative, analytical, and project management functions.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Finance, Economics or Public Administration/Policy with graduate course work, generally associated with a Master's degree preferred.

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WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require sitting for prolonged periods of time; extensive use of computer keyboard.