

CITY OF LINCOLN
FINANCIAL ANALYST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, performs a variety of professional duties in governmental budgeting, financial analysis and accounting involved in the formulation and maintenance of City's budget and develop budget documents; assist in planning and completing long range financial analysis; assist in administrative and technical support relative to the planning, organizing of the City's financial programs.

DISTINGUISHING CHARACTERISTICS:

The **Financial Analyst** is an advanced journey level class responsible for the full range of assigned duties. This classification is distinguished from the next higher classifications of Budget Manager and Finance Manager in that the latter positions are responsible for management of their respective divisions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Budget Manager or Finance Manager and only occasional instruction from the Finance Director. May exercise direct supervision over professional, technical, and clerical accounting and administrative staff.

ESSENTIAL FUNCTIONS:

- Ensure work is handled on a priority basis, organized, and completed in a timely manner, check for accuracy, completeness and conformance to applicable policies, rules and regulations.
- Calculate, analyze, and evaluates expenditures budgets to help department determine needs for future budget cycles.
- Perform activities related to the preparation and administration of the City's budget and capital improvement plan (CIP).
- Review departmental budgets, CIPs and strategic plans for appropriateness, impact, cost effectiveness, and conformity to the city's priorities, policies, and strategic goals.
- Assist department with a variety of issues and needs, including budget and CIP preparation, strategic planning, work plans, benchmarking, fiscal administration, program analysis, etc.
- Perform analysis of expenditures, monitoring of revenues, and the preparation of management reports and expenditure and revenue projections/forecasts.
- Prepares, maintains, analyzes, verifies, and reconciles complex financial transactions, statements, records, and highly technical reports; reconciles assigned accounts and makes adjustments as necessary; ensure and maintain internal controls.
- Provide technical assistance with cost analysis, fiscal allocation, and budget preparation; assists departments with problem resolution.

- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
- Assist in the preparation of the Annual Comprehensive Financial Report (ACFR) by gathering information, modifying and running reports, preparing detailed reconciliations, etc.
- Participate in the external audit by providing detailed information to and responding to questions from auditors, including analytical review, internal control evaluation, and preparation of the Management Discussion and Analysis.
- Develop cost accounting tools to provide fiscal accountability and grant compliance for grant-funded programs; review and approve financial transactions and analysis.
- Participate in the monitoring of investment activities for City, bond, and other fiduciary agency portfolios.
- Participate in bond financing, review official statements; provide financial information, review bond disclosure requirements and annual report.
- Build and maintain positive working relationship with co-workers, other City employees and the public.
- Maintain knowledge of current development and innovations in governmental accounting and financial management, including governmental accounting updates; budget management; revenue collection; treasury management; CFD and Mello-Roos administration, and financial accounting systems.
- Perform related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

QUALIFICATIONS: *Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education and/or Experience:

Three (3) years of increasingly responsible experience in government accounting or budget administration.

Possession of a bachelor's degree from an accredited college or university in Accounting, Finance, or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of municipal fiscal management, including fund accounting and budgeting; theories, principles, and practices of governmental budgeting and finance; Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and Government

Accounting Standards (GASB); techniques of financial and management analysis; principles and practices of government finance and administration; principles and practices of program and budget development; applicable federal, state and local laws, codes and regulations; current data processing principles and applications for fiscal and financial systems using standard office procedures, practices and equipment; modern office equipment including computer and applicable software; principles of fiscal, financial and accounting analysis; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Learn pertinent federal, state and local laws, codes and regulations; learn the City's financial budget and resource management system; learn, understand, interpret and apply principles, laws and procedures related to budget preparation and processing; accurately maintain records and files, and prepare reports; perform mathematical calculations quickly and accurately; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate office computers and a variety of software applications and modern office equipment.

FLSA:	Exempt
Employee Group:	Mid Management/Confidential Self-Represented Unit
Adopted:	06/28/2022