

CITY OF LINCOLN FINANCIAL ANALYST I/II

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 the City's budget and developing budget documents; assists in planning and completing long range financial analysis; assists in administrative and technical support relative to the planning, organizing of the City's financial programs.

DISTINGUISHING CHARACTERISTICS:

Financial Analyst I

The **Financial Analyst I** is the entry-level class in the Financial Analyst series that allows the incumbent to develop journey level knowledge, skills and abilities. Initially, under immediate supervision, incumbents perform more routine and less complex assignments, including but not limited to: assisting in budget preparation, analysis and reconciliation, assisting with external audit preparation, assisting with the development of cost accounting tools, assisting with preparation of various reports, assisting with the development and management of Community Facilities Districts (CFD), and assisting with management of Grants. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Financial Analyst II and incumbents may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Financial Analyst II

The **Financial Analyst II** is the advanced journey-level class responsible for the full range of assigned duties under general to limited supervision. Persons assigned to this classification level have responsibility for more complex financial and budget analysis duties, including but not limited to: managing budget preparation analysis and reconciliation; assisting with external audit preparation; development of cost accounting tools; developing, maintaining and managing labor cost allocation; preparation of various reports; development and management of Community Facilities Districts (CFD); and management of Grants.

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:

Financial Analyst I

Receives immediate supervision from the department head or designee. May exercise functional and technical supervision over professional, technical, and clerical accounting and administrative staff.

Financial Analyst II

Receives general direction from the department head or designee. May exercise direct supervision over professional, technical, and clerical accounting and administrative staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Ensure work is handled on a priority basis, organized, and completed in a timely manner, and checked for accuracy, completeness and conformance to applicable policies, rules and regulations.
- Calculate, analyze, and evaluate expenditures budgets to help departments 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 departments with a variety of issues and needs, including budget and CIP preparation, strategic planning, work plans, benchmarking, fiscal administration, program analysis, etc.
- Perform analyses of expenditures, monitoring of revenues, and the preparation of management reports and expenditure and revenue projections/forecasts.
- Prepare, maintain, analyze, verify, and reconcile complex financial transactions, statements, records, and highly technical reports; reconcile assigned accounts and make adjustments as necessary; and ensure and maintain internal controls.
- Provide technical assistance with cost analysis, fiscal allocation, and budget preparation; and assist departments with problem resolution.
- Prepare the salary allocation, develop and maintain the labor cost allocation (or similar database) to facilitate the labor calculations and allocations needed for budget preparation and labor negotiations. Coordinate with Human Resources and Payroll regarding updates and adjustments.
- Evaluate operations and activities of assigned responsibilities and 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.
- Utilize cost accounting tools to provide fiscal accountability, management and grant compliance for grant-funded programs and review and approve financial transactions and analyses.
- Participate in the formation and administration of CFDs including coordinating with outside agencies, City Bond Counsel, Municipal Financing Agent, Underwriters, developers, other departments, and other relevant parties.
- 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, and review bond disclosure requirements and annual reports.
- Build and maintain positive working relationships with co-workers, other City employees and the public.
- Implement, analyze, actively maintain, and reconcile budget data within Enterprise Resource Planning software applications; develop tools for the effective use of such applications; and provide training and guidance to staff in the use of the systems.
- Implement, manage, and update public-facing budget data, reports, and dashboards.

- Maintain knowledge of current development and innovations in governmental accounting and financial management, including governmental accounting updates, budget management, revenue collection, treasury management, CFDs 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:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Financial Analyst I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Financial Analyst I

Three (3) years of increasingly responsible experience in government accounting or budget administration. A bachelor's degree in finance, accounting or a related field may be substituted to meet this requirement.

Financial Analyst II

A minimum of five (5) years of increasingly responsible experience in government accounting or budget administration. Two (2) years' experience as a Financial Analyst I and a bachelor's degree in finance, accounting or a related field may be substituted to meet this requirement.

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 KSAs necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

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
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