

Financial Analyst - 1460

Primary Reason Why Classification Exists

To perform professional level general accounting and financial analysis work for the Finance Department

Essential Duties:

- Prepares schedules for the Comprehensive Annual Financial Report (CAFR) in consultation with Finance Director, outside auditors, and other City staff
- Provides detailed accounting reports and budget forecasts for the annual budget; prepares accounting concepts and gives technical assistance to management in preparing budget estimates and allocating costs for new, expanded, or reorganized programs
- Coordinates the drafting of proposals from departments for the annual presentation of the Capital Improvement Plan (CIP); reviews and prioritizes items with Finance Director
- Reviews monthly financial reports for accuracy, consistency, and adherence to financial controls
- Oversees the accounting and management of all fixed assets
- Serves as a consultant to City employees engaged in the application of public and private grants; monitors grant financial activity and alerts departments of potential compliance issues
- Provides technical financial analysis to management for establishing or increasing user fees
- Prepares state and federal financial reports; drafts the language and interpretation of various laws
- Examines internal financial control policies and procedures; may also serve as the municipal internal auditor and as a liaison with external financial auditors
- Reviews proposed bond indebtedness and installment purchase contracts for arbitrage compliance; oversees accounting responsibilities relating to debt financing and capital projects
- Remains abreast of accounting and financial rules and regulations by attending continuing education courses and reviewing changes in accounting laws and tax policies at the state and federal level
- Maintains confidentiality and discretionary use of all confidential documents and information
- Serves in the capacity of the Finance Director in their absence
- Performs related tasks as required

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of accounting and auditing, including local government financial administration
- Thorough knowledge of federal, state, and local government laws and policies concerning the fiscal operations of a local government unit
- Considerable knowledge of the principles of organizational management and administration
- Ability to prepare journal entries, financial statements, budget analyses, depreciation schedules, revenue and expense projections, tax rate projections, fund balance projections, revenue and expense summaries, and to compile and analyze various financial information
- Ability to work independently without close supervision
- Ability to establish work priorities with required deadlines
- Ability to work in a fast paced environment

- Ability to communicate effectively (both orally and in writing) with other employees, department heads, management, and external auditors and financial consultants
- Ability to establish and maintain effective working relationships with other employees, department heads, management, and the general public
- Ability to use calculators, personal computers, and modern accounting software to maintain financial records; and must be proficient in the use of Microsoft Office Word and Excel products

Physical Requirements

Work is generally sedentary and performed in office settings. Employee must have visual acuity to be able to prepare and analyze data and figures for accounting, read a computer terminal, and perform extensive reading. Employee must be able to talk and hear normally, and have sufficient mobility to file, make copies, and pick up mail from other locations.

Working Conditions

Work is generally sedentary and is performed in an office with a controlled environment without exposure to harmful conditions.

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in accounting, business, finance, public administration or a related field and 5 - 7 years of experience in finance administration (preferably in local government) at least 3 years of which must have been above the first-line supervisory level; a Master's degree is preferred

Special Requirements

- Valid North Carolina driver's license
- Certified as a Municipal Financial Officer by the North Carolina Local Governmental Finance Officers Association; licensed as a CPA in the state of NC is preferred

FLSA Status: Exempt-Administrative (primary duty is office work or non-manual work directly related to the general business operations of the City where the employee customarily and regularly exercises discretion and independent judgment with matters of significance in order to fulfill the position requirements)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.