



Financial Analyst

Department/Division:	Finance and Administrative Services
Reports To:	Controller
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Exempt
Date Prepared:	April 4, 2012
City Council Resolution #:	

GENERAL PURPOSE

Under general supervision, performs professional financial analysis and accounting functions involving the preparation and reconciliation of budgeting and financial analysis records; conducts internal audits and prepares worksheets and analyzes data as part of special projects; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Financial Analyst is differentiated from the Accountant in its performance of a variety of financial and budgeting analyses in concert with departmental managers and supervisors. The Financial Analyst is distinguished from the Senior Accountant, which exercises lead direction, and prepares statutory and internal general accounting reports.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Under the guidance of the Director of Finance and Administrative Services, administers annual budget process; collaborates with City Manager, department heads, and related staff members dedicated to budget development.
2. Analyzes revenues and expenditure patterns and financial assumptions; develops forecasting models based on economic conditions, business cycles, and trends; creates, presents, and analyzes impacts of different levels of financial performance based on revenues, expenditures, and local conditions.
3. Creates, compiles and prepares the proposed and adopted budget documents, including charts, graphs, schedules, narratives, and information reports; prepares budget cycle instructions and trains staff on the budgetary process and associated financial system.
4. Aides in the development of the Annual Mid-Year Review, including financial analysis and forecasting, report generation, and presentation.

ESSENTIAL FUNCTIONS (continued)

5. Tracks the City's investment portfolio; assists in the purchase of new securities; prepares reports for Finance Sub-committee and City Council review.
6. Assists in creation and publishing of the Comprehensive Annual Financial Report (CAFR).
7. Prepares and analyzes statistical section of audit report.
8. Tracks City grants in conjunction with related departments and prepares presentation for City Council.
9. Creates forms, manuals, and financial analysis procedures; disseminates financial reports; posts budget related information onto City website.
10. Administers and tracks budget adjustments.
11. Administers employee computer loan program.
12. Provides professional and technical support for other accounting assignments, including the payroll function.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles of financial analysis and accounting; Generally Accepted Accounting Principles (GAAP); general ledger and subsidiary ledger accounting procedures and cash management practices; capital improvement and fixed asset accounting procedures; internal auditing methods and techniques; bank statement reconciliation procedures; budgeting practices and standards.

Ability to:

Organize, prepare, and balance accounting records, financial statements and accounting reports using professional accounting methods; conduct various financial and accounting analyses; plan and prioritize tasks to meet work deadlines; communicate effectively, both orally and in writing; establish and maintain effective interactions with staff, management, auditors, contractors, vendors, and other public and private representatives; operate computer hardware and modern office equipment; use spreadsheet, database, and specialized accounting software programs.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Finance, Accounting, or a related field is required. Two years of responsible professional financial analysis and accounting experience is required, preferably involving the preparation of financial analyses and statements, general accounting reports, and the completion of related analyses.

Licenses, Certificates; Special Requirements:

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; use math and mathematical reasoning; establish priorities, work on multiple assignments and projects concurrently, and meet deadlines; and interact appropriately with staff, management, contracts, vendors, auditors, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.