



Senior Financial Analyst

Department/Division:	Finance
Reports To:	Director of Finance
Provides Direction To:	Analysts and support staff
Bargaining Unit:	Unrepresented/Confidential
Exemption Status:	Exempt
Employment Exempt Status	At-Will
Date Prepared:	April 1, 2019
Date Revised:	

GENERAL PURPOSE

Under general supervision, performs specialized complex, professional financial analysis and accounting functions involving the preparation and reconciliation of budgeting and financial records; oversees the investment management function; administers financial system applications; conducts internal audits; prepares worksheets and analyzes data as part of special projects; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Financial Analyst is differentiated from the Financial Analyst in its leadership role and responsibility of financial and budgeting projects, supervisory responsibilities, the complexity of analyses, and independence of action. The Senior Financial Analyst performs complex journey level staff functions.

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, administers annual budget process.
2. Analyzes revenues, expenditure patterns, and financial assumptions; develops forecasting models based on economic conditions, business cycles, and trends.
3. Creates, presents, and analyzes impacts of different levels of financial performance based on revenues, expenditures, and local conditions.
4. 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 systems.
5. Aids in the development of the mid-year budget report, including financial analysis, staff reporting, and public presentations.

ESSENTIAL FUNCTIONS (continued)

6. Tracks the City's investment portfolio; assists in the purchase of new securities; prepares reports for Finance Sub-committee and City Council review.
7. Assists in creation and publishing of the Comprehensive Annual Financial Report (CAFR); prepares and analyzes the statistical section of audit reports; and works with the accountants to assist with the mid-year and year-end audits.
8. Evaluates and projects salary and benefit expenses; analyzes the impact of current/proposed staffing and allocation; and evaluates the impact of management audits and department restructuring.
9. Tracks City grants in conjunction with affected departments and prepares presentations for City Council.
10. Creates forms, manuals, and procedures for financial analysis; disseminates financial reports; posts budget related information onto City website.
11. Administers and tracks budget adjustments; conducts budget account analyses; and verifies fund balances.
12. Prepares financial, statistical budgetary and analytical studies, reports, financial statements, and revenue projections.
13. Provides highly responsible and complex administrative support to the Finance Director.
14. Plans, manages, and completes a variety of special projects; provides professional and technical support for other finance and accounting functions, including the payroll function.
15. Trains, supervises and evaluates the work of professional, technical and/or administrative staff.
16. Provides excellent service to internal and external customers; as needed, receives and investigates complaints to recommend corrective action and to resolve complaints.
17. Attends and participates in professional organizations and external or interdepartmental committees.
18. Writes financial related staff reports and creates public presentations.
19. Reviews fiscal implications related to other departments' staff reports; May be asked to compile financial analysis for bonded projects, debt service and financing.
20. Assists with the costing analysis with City labor groups' Memoranda of Understanding (MOU).
21. Under the direction of the Director of Finance, participates, trains, coordinates the implementation of new financial systems and applications; provides technical training to support staff as needed; and assumes a lead role in the implementation.

22. Performs other related duties/projects as required by the Director of Finance.

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; principles and practices of business data processing particularly related to the processing of accounting and financial information; of municipal budget preparation and administration; of performance measurement; and of management, supervision, training and performance evaluation; and effective customer service techniques; and principles, techniques and practices of municipal accounting and financial analysis.

Ability to:

Organize, prepare, and balance accounting records, financial statements and accounting reports using professional accounting methods; conduct various financial and accounting analyses; oversee and facilitate a comprehensive municipal budget process; keep abreast of relevant changes in municipal budgeting and accounting trends; plan and prioritize tasks to meet work deadlines; develop and implement financial procedures and controls, speak effectively before groups and employees of the organization; communicate effectively, both orally and in writing; perform public speaking and/or present training to a large audience; select, train, supervise and evaluate the work of technical supporting staff; 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; initial request for proposal and creating a scope of work; and perform long and short range financial planning to meet City objectives.

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. Four (4) 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. Supervisory experience is preferred.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

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 of the job.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; 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 works in office conditions typically with controlled temperature settings.