

CITY OF MILPITAS
Established: Dec 2012
EEOC: Professional
FLSA: Exempt
Unit: Mid-Management
Physical: 6

FINANCIAL ANALYST I/II

DEFINITION

To perform a variety of responsible financial and analytical assignments in the support of the improvement of management functions, practices and services or the implementation of program objectives in the Finance Department; to perform professional work in a variety of program areas; and to provide staff support in the administration and implementation of City programs, and policies as assigned.

Positions in this class perform a wide variety of financial analysis activities. Typical assignment areas include, but are not limited to budgeting, accounting, finance systems development, special projects management and evaluation, policy and procedure development, and management information analysis. Incumbents are expected to be capable of performing a variety of financial analytical techniques and procedures.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I: This is the entry-level class in the Financial Analyst Series. Positions in this class are distinguished from the Financial Analyst II class by the performance of less than the full range of duties as assigned to the journey level class in this series. This class is typically used as a training class in which incumbents have a four-year degree and limited work-related experience. Incumbents work under immediate supervision while learning job tasks.

Financial Analyst II: This is the full journey level class in the Financial Analyst series: Positions in this class are distinguished from the Financial Analyst I class in that incumbents are able to perform the full range of duties, as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Financial Analyst I: Receives direct supervision from the immediate supervisor and may receive indirect supervision from a higher-level Analyst. Exercises no supervision.

Financial Analyst II: Receives general supervision from the immediate supervisor. May exercise supervision over assigned clerical or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, coordinate and perform accounting, budgeting, statistical and financial analysis and financial reporting tasks.

Assist in the preparation, analysis, and monitoring of the City wide and Finance Department budget.

Prepare and coordinate the adopted budget journal entries to load annual budget into accounting system.

Analyze and confer with department budget staff concerning budget requests, input into budget software and trouble shoot budget entry issues in the budget software.

Assist in the preparation of cash flow projections and assist in the investment of the City's idle cash in accordance with established policies and procedures.

Conduct expenditure analysis and revenue monitoring and prepare revenue and expenditure forecast based on analysis, under direction of the Finance Director or designee.

Assist in the preparation of Comprehensive Annual Financial Report (CAFR) and provide supporting documentation for footnotes..

Develop and analyze quantitative data with advanced computer application

Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.

Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.

Provide information and interpretation regarding City rules, regulations and procedures.

Participate in special projects as assigned.

EXAMPLES OF DUTIES

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Input and retrieve data from computer systems.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- The structure, functions and policies of budgeting, financial analysis and accounting.
- Basic financial and budget modeling and techniques, statistical concepts and methods.
- General accounting principles, practices and procedures
- Desktop applications computer software including advanced Excel skills (e.g. vlookup, hlookup, if, solution, pivot table etc.), Microsoft Word, PowerPoint, FrameMaker publishing software, database software (e.g Access), automated budgeting and accounting systems and is familiar with query tools using SQL language.
- Communications techniques required for gathering, evaluating, and transmitting information.

Ability to:

- Learn, interpret and apply applicable procedures, rules, laws, and policies.
- Read, analyze, interpret and explain financial and accounting records and legal documents
- Communicate effectively, orally and in writing.
- Gather, analyze, evaluate, interpret and present a variety of data and information.
- Prepare reports supporting recommendations.
- Establish and maintain effective working relationships.
- Interact with personnel at all organizational levels and function in stressful and/or confrontational situations.
- Analyze work process and suggest improvements
- Handle multiple priorities, organize workload and meet strict deadlines.

Financial Analyst II: In addition to the qualifications required for the Financial Analyst I:

Ability to:

- Evaluate situations, identify problems and exercises sound independent judgment within established guidelines.
- Initiate, plan, and complete work assignments with a minimum amount of supervision.

EDUCATION AND EXPERIENCE

Financial Analyst I: Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Economics, Management Information System or a closely related field, and one (1) year of responsible, professional budgeting, accounting, or financial analysis experience in a business or government agency.

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Financial Analyst II: In addition to the above, three years of responsible technical or financial experience in an in a business or government agency.

LICENSE OR CERTIFICATE

Possession and maintenance of a valid California Driver's License may be required.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas.

Approved by:

City Manager

Date

Human Resources Director

Date