

## City of Watsonville

### Job Description

---



**JOB TITLE:** Financial Analyst\Senior Financial Analyst

**DATE APPROVED:** September 2005

**DATE MODIFIED:** August 29, 2017

**DEPARTMENT:** Finance

**SUPERSEDES:** N/A

**REPORTS TO:** Administrative Service Manager or Administrative Services Director

**SUPERVISION:** As assigned

**Employee Unit:** Management

**FLSA:** Exempt

---

#### **JOB SUMMARY:**

To perform a variety of complex technical and general professional accounting and analytical functions in the maintenance of the City's accounting system; to perform internal audits and analytical assistance in conducting comprehensive analyses; to manage, direct, coordinate and supervise revenue collections, payroll, and other projects as assigned; to act for or in the absence of the Administrative Services Director and Assistant Finance Officer when required, in dealings with the City Council, department heads or public or other jurisdictions; and to perform related duties as required

#### **DISTINGUISHING CHARACTERISTICS**

The Financial Analyst works under administrative direction within a framework of general guidelines, goals and objectives. This class functions at the Senior Management level of classification and exercises supervision over subordinate staff. This class is responsible for the accurate and proper maintenance of the City's double-entry general accounting system and a wide range of complex professional level analytical duties. This job classification requires a thorough knowledge of professional accounting standards and procedures as well as analytical procedures.

The Senior Financial Analyst performs advanced complex accounting tasks, plans, organizes and supervises day to day operations of accounting staff for a variety of functional areas with the Finance Department, which includes general ledger, payroll, billing and collections of revenues, business license administration, accounts payable and investment of city funds. This position is distinguished from the next lower classification of Financial Analyst, in that the latter is expected to perform accounting work of moderate difficulty, the Senior Financial Analyst is expected to provide direction and supervision of staff, provide oversight of accounting functions within the area of assignment and perform the more advanced and complex professional accounting duties for the City.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Receives administrative direction from the Administrative Services Director and/or the Assistant Finance Officer.

- Exercises supervision over assigned staff.

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Conducts a variety of complex professional level administrative, operational, financial, and analytical duties in support of the preparation of highly complex reports, studies, researches and analysis of accounts, statistics, and legal requirements
- Provides assistance in resolving operational and administrative challenges to identify issues, identify solutions, develop recommendations and assist in implementations
- Performs internal audits of operations and communicates results in oral or written format
- May be assigned to participate in the collective bargaining process, as staff support and performs all duties required by the process including, but not limited to costing, assisting in recommendations for changes to contract language and other related duties
- Serves as a management representative in departmental and city-wide task forces and committees
- Coordinates with respective city departments the processing of grant expenditures and requests for reimbursements or fund draw downs.
- Interprets rules, regulations, laws, MOU's and policies in making recommendations to management personnel.
- Analyzes accounting and financial records and prepares written and oral reports as may be needed in a clear and understandable manner
- Assists in the preparation of the annual budget including, but not limited to: revenue and expenditure forecasting and research; Capital Improvement Plan project and equipment justifications and ranking; and costing of authorized positions
- Supervises assigned clerical/administrative staff and participates in the selection, training, development, and evaluation of department support staff; may act as the supervisor in his/her absence
- Oversees the collection and proper accounting of City revenue; may occasionally provide coverage for the front counter collection functions to ensure good public relations are maintained
- Oversees the investment of idle cash and transfer of funds as needed to meet cash flow requirements
- In conjunction with the appropriate departments and outside agencies, develop, implement and monitor activities to provide technical accounting and services
- Provides assistance in the administration and monitoring status of adopted budget (Revenues and Expenditures)
- Researches projects and surveys for administrative and operational needs: budgeting, labor negotiations, procedures and policies
- Prepares and presents staff reports and other necessary documents or correspondence to appropriate boards, groups and/or committees
- Assists with routine and confidential duties and issues as needed
- Performs related duties similar to the above in scope and function as required

**Senior Financial Analyst (in addition to the above duties)**

- Analyze the accurate and proper maintenance of the City's double-entry general accounting system, payroll system and cash receipting system
- Provide management level assistance to Administrative Services Director and Assistant Finance Officer
- Participate in the implementation of accounting procedures and methods, and analyzes existing procedures and prepares recommendations for revisions when necessary.
- Responsible to maintain chart of accounts, account creation and deletions.
- Prepare or direct the preparation and reconciliation of journals, ledgers and other accounting records
- Prepare required reports for State and Federal agencies. Participate in the preparation and monitoring of the City's operational and capital budgeting, personnel budgeting and various subsidiary ledgers
- Create forms, procedures and policies to areas related to accounting, business license, cash handling and payroll
- Test and implement process for new regulations, laws, and memorandum of understanding

**Knowledge of:**

- laws, ordinances, legislation and regulations affecting the financial operations of a municipality
- governmental accounting theory, principles, and practices, and their application to a wide variety of accounting transactions and challenges
- budgeting, financial reporting, investments, and grant management
- auditing theory, principles, and techniques; risk management; and payroll
- General knowledge of electronic data processing and its application to financial analysis, payroll and recordkeeping
- concepts and techniques of costing as it relates to budgeting, labor relations and long-range financial planning
- analytical techniques and effective methods of solving problems
- principles and practices of organization and management of work, effective supervisory practices, staff development, and personnel administration

**Ability to:**

- manage and organize a wide variety of complex technical and analytical accounting and ledger assignments
- plan, organize and prioritize responsibilities so that projects and reports are completed in a timely and accurate manner
- prepare complex spreadsheets and information for budgets, presentations, labor relations, financial reports and statements
- prepare a wide variety of professional reports, documentation and correspondence, including those which are sensitive in nature in an easily understandable manner
- effectively communicate with co-workers, government officials, department heads, agency officials and employees
- supervise, train, develop and give direction to departmental personnel as assigned

- understand the City accounting systems and the electronic data processing of information and processing of reports
- make oral presentations to City Council, Commissions, Boards, and community groups
- use a copy machine, calculator, telephone, and write or use a keyboard
- operate a personal computer, use automated data management applications to compile and analyze data and present information

**Senior Financial Analyst (in addition to the above)**

- Prepare/analyze and verify complex accounting, fiscal and technical information under limited time for budgets, labor relations and financial reports.
- interpret and apply pertinent Federal, State and local codes, policies, laws and regulations
- exercise sound independent judgement within established guidelines and work effectively with departmental officials, City employees, the general public and other agencies, respond to inquiries and complaints in a courteous, tactful manner
- develop and implement revisions to operating procedures to improve effectiveness or comply with regulatory changes as appropriate
- Plan and organize responsibilities so that fiscal matters are dealt with appropriately and correctly and reports are produced in a timely and accurate manner

**PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- work indoors using near vision for prolonged periods
- use a telephone
- drive an automobile
- sit at a desk and in meetings for long periods of time
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, and fine print
- move sufficiently to lift boxes, climb ladders and stairs bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- work indoors in an office environment subject to heat/cold and fragrances
- grasp files, documents and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

**TRAINING AND EXPERIENCE:**

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A degree in Business Administration with emphasis in Accounting, and
- Three years of increasingly responsible administrative or analytical experience in public finance including at least two years in a management or supervisory capacity.

- Senior Financial Analyst (in addition to the above) must have (7) years of progressively responsible and difficult finance/accounting experience.

**LICENSE:**

- Possession of a Class C California driver's license and a safe driving record.