



FINANCIAL ANALYST I FINANCIAL ANALYST II

FC: FC104 FC105
PB: 2,4

PC: 715
BU: 31
June 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs a variety of professional level duties in support of budget development and administration, financial analysis and project control; provides project control for projects and programs in an assigned division; and performs related duties as assigned.

CLASS CHARACTERISTICS

Financial Analyst I - This is the entry level class in the Financial Analyst series. This class is distinguished from the Financial Analyst II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Financial Analyst II - This is the full journey level class within the Financial Analyst series. Employees within this class are distinguished from the Financial Analyst I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. This class is distinguished from the Senior Financial Analyst in that the latter possesses a specialized technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff.

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

1. Performs professional level duties in support of budget development and administration, financial analysis and project control; collects financial or project data; analyzes and verifies data for accuracy; adjusts discrepancies; enters project data into the financial management system (FMS).

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2. Prepares analyses related to the District's budgeting and financial control functions including revenue forecasts, program costs and operational efficiency.
3. Prepares monthly project control reports for assigned projects and programs; recommends programming changes on project control reports to meet District reporting requirements; coordinates reports with appropriate District staff.
4. Reviews vendor invoices; determines accuracy of charges and funding availability; summarizes and allocates project costs prior to management approval; processes vendor invoices for payment.
5. Prepares monthly expense summary for assigned division or project; reconciles vendor accounts.
6. Assists in the preparation and implementation of the District's annual budget; prepares budget analysis as required; ensures maintenance of expenditure records which conform to funding agency and District reporting requirements.
7. Writes, edits and finalizes reports included in the District's budget manuals; participates in the development and presentation of financial reports and analyses.
8. Projects cash flow requirements; maintains budgetary records for funded projects; prepares analyses for multiple funding sources; assists division or project with cost distribution.
9. Assists in financial and management studies to evaluate District system and operating efficiency; prepares and presents study findings and recommendations; assists with the implementation of study recommendations.
10. Provides assistance to budget coordinators in staff, labor and operational analyses.
11. Assists in the implementation of the financial information management system; inputs new and existing project data in the system to provide District-wide project control reporting.
12. Participates in special projects as assigned.

QUALIFICATIONS

Financial Analyst I

Knowledge of:

Basic principles of budget, administration and financial control.
Principles and practices of accounting.

Methods of monitoring and reporting budget variances.
Basic financial, statistical and comparative analysis principles, techniques and formulas.
Principles and practices of procurement.
Principles and practices of budget development.
Current office procedures, methods and equipment including computers.
Applicable financial computer software applications.
Principles and practices of financial record keeping and reporting.
Related Federal, State and local codes, laws and regulations.

Ability to:

Perform professional level duties in budget preparation and administration.
Conduct financial analysis on assigned program or project.
Monitor funding sources for proposed and current projects.
Monitor and report budget variances.
Utilize financial management information systems and applications.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Review technical documents, proposals and reports.
Maintain accurate financial records and data.
Perform accurate financial calculations.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

Substitution:

Professional experience as outlined above may be substituted for the education on a year- for-year basis. A college degree is preferred.

Financial Analyst II

In addition to the qualifications for Financial Analyst I:

Knowledge of:

Principles of budgetary administration, financial control and monitoring.
Principles and practices of cash flow analysis and cost accounting.
Methods and techniques for assessing performance against established objectives.
Financial, statistical and comparative analysis and formulas.

Basic programming language, systems installation and project set-up.

Skill in:

Establishing and implementing procedures for project control and monitoring.
Monitoring information/data obtained from performance indicators to ensure conformance with established goals.

Interpreting computerized financial records and reports.

Performing financial, statistical, comparative and management analyses of financial, budgeting and organizational systems.

Developing, organizing and maintaining accurate records of financial correspondence and data.

Working independently in the absence of supervision.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

Experience:

Two (2) years of (full-time equivalent) verifiable professional financial, budget or management analysis experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02