



PRINCIPAL FINANCIAL ANALYST

FC: FC139
PB: G
FLSA: Exempt
June 2015

PC: 890
BU: 31 (AFSCME)
Revised:

*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 the most technical and complex tasks relative to assigned area of responsibility; may supervise, assign, and review the work of staff responsible for providing professional level support on budget development and administration, financial analysis and project control work; ensures work quality and adherence to established policies and procedures; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level within the Financial Analyst series. Positions at this level perform the most complex duties assigned to the series or are responsible for participating in supervising, assigning and reviewing the work of subordinate or contract staff. Incumbents may also be responsible for overseeing the work of outside contractors or assisting higher-level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff.

REPORTS TO

Assigned Department Manager or his/her designee.

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

1. Establishes schedules and methods for providing financial analysis services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
2. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
3. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.

4. Conducts complex financial and management studies to evaluate District system performance and operating efficiency; prepares and presents study findings and recommendations; implements recommendations and provides assistance to District departments in assessing performance against stated objectives.
5. Performs the most technical and complex tasks of the work unit including specialized analyses and studies related to the District's budgeting, financial control and management analysis functions.
6. Provides financial oversight on assigned projects; identifies funding sources; projects cash flow requirements; maintains budgetary records for proposed projects; compiles actual project costs; performs financial, statistical and comparative analysis of actual and budgeted costs.
7. Participates in the preparation and administration of District-wide budgets; compiles and analyzes budget data; coordinates activities within other divisions and departments.
8. Analyzes contract provisions and change orders related to approved cost of work and budget allocations; analyzes and reports cost variances; ensures that cost control methods are implemented and applied to program objectives.
9. Develops and recommends improvements to computerized financial management system.
10. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
11. Prepares analytical and statistical reports on operations and activities.
12. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial analysis and program management.
13. May plan, prioritize, assign, supervise, review and participate in the work of staff responsible for complex financial, statistical and project control analysis in assigned area.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive budget and financial control program.
- Principles of supervision, training and performance evaluation.

- Principles of financial and operational analysis.
- Financial, statistical and comparative analysis techniques and formulas.
- Principles and practices of project budget development, administration and control.
- Advanced principles and practices of accounting.
- Principles and practices of financial project management and scheduling.
- Methods and techniques for assessing performance against established objectives.
- Current office procedures, methods and equipment including computers.
- Applicable computer software applications.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Selecting, supervising, training and evaluating staff.
- Performing complex financial, statistical, comparative and management analyses.
- Establishing and implementing procedures for budget and project control.
- Identifying funding sources for proposed and current projects.
- Performing accurate complex financial calculations.
- Developing, organizing and maintaining accurate financial records.
- Interpreting complex computerized records and reports.
- Interpreting complex contract provisions and change orders.
- Interpreting and explaining District policies and procedures.
- Preparing clear and concise financial and administrative reports.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining 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.

Experience:

Four (4) years of (full-time equivalent) verifiable professional budgetary, financial 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

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