



SENIOR FINANCIAL ANALYST

FC: FC138, FF138
PB: E
FLSA: Non Exempt

PC: 880,
BU: 31, (AFSCME)
Revised: June 2015

*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 more complex and difficult work of staff responsible for providing professional level support on budget development and administration, financial analysis and control work; supports project managers by preparing project budgets and forecasts, complex cost analyses, and monitors the funding of various capital projects and programs; prepares budget reports for management and external local, state, and federal agencies; conducts management studies to evaluate the District's financial and performance efficiency; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Financial Analyst series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. This class is distinguished from the Principal Financial Analyst in that the latter performs the most complex duties assigned to the series.

REPORTS TO:

Assigned Department Manager or his/her designee.

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

1. Participates in the more difficult work of staff responsible for complex financial, statistical, and program management analysis in assigned division area.
2. Participates in the preparation, administration, and monitoring of District-wide budgets; compiles and analyzes budget data; monitors funding agreements

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and maintains budget schedules to assure conformance with funding agencies; ensures maintenance of expenditure records which conform to funding agency and District reporting requirements.

3. 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; analyzes funding and cost data for management inquiries regarding work plans, consultants, and contract authority.
4. Monitors and administers construction or funding agreement contracts in accordance with District and mandated guidelines; compiles actual costs by project; performs financial, statistical and comparative analysis of actual and budget costs.
5. Identifies funding sources for proposed projects; projects cash flow requirements; maintains budgetary records for proposed projects.
6. Provides support to project managers in setting budgets, schedules and estimates; tracks progress on projects versus original budgets and schedules; works closely with project staff and consultants to ensure project compliance.
7. Develops and recommends improvements to computerized financial management system.
8. Coordinates project activities with other departments, divisions and external agencies; works closely with other divisions to apply for and monitor the use of fund grants from city, county, state, and federal sources; monitors work in progress and authorizes contract payments.
9. Conducts financial and management studies to evaluate system performance and operating efficiencies; presents studies to communicate findings and recommendations to senior management and the Board of Directors.
10. May train assigned employees in their areas of work including budgeting and financial analysis methods, procedures and techniques.
11. Prepares quarterly, semi-annual, and special analytical and statistical reports on operations and activities for management, regulatory and outside agencies.
12. Reviews invoices; determines budget conformity; reports discrepancies and billing adjustments.
13. Prepares the Annual Budget and the 5-Year forecast for each capital project and program assigned; involves budgeting for staffing requirements and

coordinating with various departments who support the projects; includes budgeting for non-labor expenses for the budget year and for the out years.

14. Participates in special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a comprehensive budget and financial control program.
- Principles of lead supervision and training.
- Principles of financial and operational analysis.
- Federal, State and local funding programs, associated guidelines and processes.
- Principles and practices of project management.
- Principles and practices of engineering and construction management.
- Advanced principles, practices, and procedures of accounting.
- Financial, statistical and comparative analysis principles, techniques and formulas.
- Principles and practices of project budget development, administration and control.
- Principles and practices of procurement.
- Methods and techniques for assessing performance against established objectives.
- Principles and practices of project scheduling.
- Principles and practices of financial record keeping and reporting.
- Current office procedures, methods and equipment including computers.
- Applicable financial computer software applications.
- Related Federal, State and local codes, laws and regulations.

Skill in:

- Independently performing the most difficult financial and statistical analyses.
- Interpreting and explaining department policies and procedures.
- Leading, organizing and reviewing the work of assigned staff.
- Monitoring and reporting budget variances.
- Analyzing problems, identifying alternative solutions and implementing recommendations.
- Identifying funding sources for proposed and current projects.
- Creating timely purchase requisitions and disbursements of purchase orders.
- Performing accurate complex financial calculations.
- Utilizing, maintaining and updating computerized financial/project management systems and reports.
- Developing, organizing, reviewing and analyzing technical documents, proposals, contracts, and reports.

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- Exercising a high degree of individual initiative, discretion, diplomacy, accuracy, and judgment.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work including internal departments, vendors, and consultants.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Three (3) 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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