



Job Code: 0077
FLSA: E
Unit: MGMT
Revised: 3/95

SENIOR FINANCIAL ANALYST

DEFINITION

Under broad direction from the Director of Finance, the Senior Financial Analyst plans and organizes the formulation, presentation and administration of the operating budget; serves as a member of the City's management team; analyzes financial data to aid executive management and City Council in policy decision making; develops and implements internal control systems; and audits revenue collections.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Director of Finance. Exercises no supervisory responsibilities over employees; may direct the activities of employees as assigned.

TYPICAL DUTIES

1. Budget administration.
2. Plan, organize, present and administer the operating budget preparation process including training City department staff on budget procedures and organize budget committee. Assist in the preparation and administration of the Capital Improvement Budget.
3. Develop and implement the budget formation process for the City departments to include the design and preparation of worksheets, forms, and reports.
4. Develop and implement budget submissions. Formulate recommendations for funding approval to executive management and the City Manager.
5. Internal audit administration.
6. Evaluate internal system controls, develop formal policies and procedures, and monitor compliance through formal internal financial audits.
7. Evaluate and develop fixed asset policy and procedures. Oversee annual inventory and financial reporting of fixed asset programs.

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8. Review and analyze revenue streams and expenditures for completeness, accuracy and anomalies.
9. Revenue enhancement.
10. Direct the development of fee studies. Audit revenue collections and assist in revenue audits of sales tax, transient occupancy tax, property tax, business license tax, and development related fees.
11. Financial analysis.
12. Develop and implement models for analysis and presentation of financial information to include budget analysis, long term financial projections, financial trend analysis and development impact analysis. Gives direction for the completion of data based on statistical studies and analyses.
13. Make presentations and respond to questions concerning analysis, financial trends and projections. Will represent City in small claims court.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices, laws, rules and regulations of governmental accounting and budgeting; financial analysis; cost accounting; financial control system and methodology; manual and automated financial information systems; preparation of narrative, statistical and technical reports.

Skill to:

Plan, organize, and administer a budget cycle; review, analyze, apply, and explain complex laws, regulations, and draw logical conclusions; use the City's financial information system and prepare spreadsheets using LOTUS software; analyze existing and develop and implement new/changed systems, processes and procedures; interpret political and administrative direction and incorporate into operational policy and procedures; develop and explain summaries of financial analysis; communicate effectively both verbally and in writing; make formal and informal presentations; work independently; organize and prioritize assignments.

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Education and Experience:

Any combination of education and experience likely to provide the required knowledge, skills, and abilities typically evidenced by a bachelor degree from an accredited college or university and major in accounting or a related field and progressively responsible experience in auditing and/or budget, preferably in the public sector. Possession of an advanced degree and/or Certified Public Accounting certification is desirable.

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