



Office of Human Resources  
Financial Analyst Associate - CV1826  
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### General Statement of Duties

Performs intermediate-level professional financial management and analysis work in the areas of portfolio investments, reviewing business cases and proposals, managing cash and debt functions, and overseeing assets and resources.

### Distinguishing Characteristics

The Associate Financial Analyst performs some of the major duties or responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities; but, the Associate Financial Analyst may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Associate Financial Analyst supports internal units within a department or agency, or may support a client group outside of the organization.

The Associate Financial Analyst is distinguished from the Staff Financial Analyst, which performs entry-level financial management and analysis work while in training under close supervision; and, is distinguished from the Senior Financial Analyst, which performs full performance and complex financial management and analysis work assignments.

The following definitions are to assist in distinguishing between the three core concepts of accounting, budgeting, and finance, which are as follows:

- Accounting: Tracks, records, and reconciles financial transactions to ensure consistency and compliance with fiscal rules, and creates reports for historical records, audits, and the evaluation of financial processes and transactions.
- Budgeting: Tracks, monitors, and projects expenditures, allocates funds, oversees assets, and prepares justifications and reports with regard to a specific organizational budget and associated business needs.
- Finance: Researches, analyzes, calculates, and compiles financial data, prepares reports for business decision making, determines best use of financial resources, which includes determining interest rates, investments, and managing cash and debt.

### Essential Duties

Reviews and analyzes routine aspects of portfolio investments, ensures portfolio optimization through financial analysis and modeling, risk analysis, and ensures performance is trending with targets, and works directly with brokerage firms to perform financial transactions.

Reviews and analyzes routine aspects of banking services and products, works with agencies and departments to align business needs with industry standards, and reviews and analyzes banking statements.

Reviews and analyzes routine aspects of cash management and liquidity functions, monitors funding of bank accounts, analyzing earnings and outflows, and reports financial transactions to accounting for records keeping.

Assists with determining routine short-term and long-range capital funding needs with regard to debt issuance, assists with analyzing performance metrics, and learns to evaluate business plans and key rationales driving debt issuance.

Reviews and approves routine business cases and proposals for contracts or projects, performs financial calculations, validates assumptions, analyzes alternatives and impacts, and creates financial models.

Reviews and approves routine business loans and prepares business loan applications, which includes establishing loan amounts, repayment terms and interest rates, payment and amortization schedules, analyzing and verifying credit worthiness and collateral assets, and monitoring loan performance.

Reviews and approves routine debt write-offs for uncollectable accounts, reevaluates the status of the business account and collateral underlying the loan, considers revising loan terms, determines recovery efforts and potential loss, ensures reserves are in place to manage debt, creates uncollectible accounts report, and advises management moving forward with debts.

Plans and evaluates routine capital and asset needs of the organization, analyzes inventories of assets and equipment to understand business processes and needs, analyzes financial impacts, works with client groups to develop business cases, performs financial calculations, builds financial models, and analyzes purchase order requests.

Assists with conducting special projects such as streamlining business processes and functions, performing feasibility studies, creating quarterly and annual reports, and assisting with external audits, which includes compiling records, forecasting data, researching market and business practices, and performing financial calculations.

Prepares routine financial reports, spreadsheets, and financial statements, reviews and interprets financial information for management, and presents findings and recommendations to management for review and approval.

Ensures compliance and maintains fiscal accountability with regard to rules, regulations, standards, policies, and procedures.

Works with stakeholders both internal and external to the City, responds to inquiries, provides routine information and assistance with regard to financial transactions, and works with client groups to reconcile financial discrepancies.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Arithmetic** - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**Customer Service** - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**Financial Administration** - Recommends, administers, allocates, reallocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects, and policies for a functional and/or operational area.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of the principles and methods of capital investment analysis or business case analysis, including return on investment analysis.

Knowledge of the principles, methods, and techniques of financial analysis, forecasting, and modeling to interpret quantitative and qualitative data; includes data modeling, earned value management, and evaluating key financial indicators, trends, and historical data.

### **Level of Supervision Exercised**

None

### **Education Requirement**

Bachelor's Degree in Finance, Accounting, Economics, Business Administration, or a related field.

### **Experience Requirement**

One (1) year of professional level experience researching, analyzing, calculating, and compiling financial data, debt or portfolio administration, or financial statistical analysis.

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

### **Licensure & Certification**

None

### **Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

### **Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check

Education Verification

Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** EX-08

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**