



Office of Human Resources
Financial Analyst Specialist - CV1920
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General Statement of Duties

Performs specialized, professional level 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 Financial Analyst Specialist 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 Financial Analyst Specialist may not perform all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

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

The Financial Analyst Specialist is distinguished from the Senior Financial Analyst, which performs full performance level financial management and analysis work; and, is distinguished from the Financial Analyst Supervisor, which performs professional level supervision over professional financial analysts and support staff.

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

Designs and directs projects that impact aspects of portfolio investments, ensures cash positions are in alignment with short-term and long-range financial targets, ensures portfolio optimization through financial analysis and modeling, measures portfolio performance, and negotiates and works directly with brokerage firms to perform financial transactions.

Manages and oversees recommendations for new investments or credit exposures with regard to complex or specialized situations, which includes establishing new funds or the issuance of bonds for large projects, complies data, performs risk analysis, analyzes and evaluates alternatives, analyzes cash positions, performs financial calculations and builds financial models, develops investment guidelines and strategies, and works with brokerage firms and underwriters to process financial transactions.

Manages and oversees the allocation of operational resources and assets, analyzes and validates requests and business cases, monitors budget spending, ensures accounts are properly funded and allocations are managed appropriately, develops spending models and analyzes cost drivers, strategizes budgetary needs, ensures accuracy of financial transactions and records, and recommends the allocation of funds.

Designs and directs projects that impact banking services and products, works with agencies and departments to align business needs with industry standards, creates and implements banking policies, procedures, ensures security measures are in place, streamlines banking products and services to reduce costs and implement efficiencies, opens and closes bank and merchant accounts, administers service agreements and vendor contracts, and reviews and analyzes banking statements.

Designs and directs projects that impact cash management and liquidity functions, monitors funding of bank accounts, optimizes cash positions, analyzes earnings and outflows, and monitors investment activities.

Designs and directs specialized projects that determine short-term and long-range capital funding needs with regard to debt issuance, strategically determines timing of debt financing, ensures optimization of financial resources and leveraging assets, analyzes performance metrics, guides investors and underwriters through business plans and key rationales driving debt issuance, and works with credit rating agencies to improve risk rating.

Evaluates and restructures contracts, which includes performing financial calculations, analyzing alternatives and impacts, creating financial models, determining if economic hardships exist, performing stress analysis, and recommending new contractual terms and rates.

Manages and oversees the approval of 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.

Manages and oversees debt write-offs for uncollectable accounts, reevaluates the status of the business accounts and collateral underlying the loans, revises loan terms with hardships, determines recovery efforts and potential loss, ensures reserves are in place to manage debt, creates uncollectible accounts report, and recommends actions moving forward with debts and write-offs.

Designs and directs special projects such as streamlining business processes and functions, overseeing legislative matters, conducting feasibility studies, creating quarterly and annual reports, and working with external auditors, which includes compiling records, writing legal descriptions, forecasting data, researching market and business practices, and performing financial calculations.

Manages and oversees policy development, reviews fiscal policies, economic conditions, and market practices in accordance with present risk tolerance positions, sets parameters and framework for investment strategies, establishes risk and return objectives, and implements short-term and long-range financial planning initiatives.

Plans and evaluates specialized capital and asset needs of the organization, which includes analyzing inventories of assets and equipment to understand business processes and needs, analyzing financial impacts, working with client groups to develop business cases, performing financial calculations, building financial models, estimating budget requirements, forecasting cash and funding needs, selecting financing instruments, estimating contract rates and terms, and overseeing the execution of leasing agreements.

Prepares specialized financial reports, spreadsheets, and financial statements, reviews and interprets financial information for stakeholders, and presents findings and recommendations within the highest levels of government and guides decision making.

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 complex and specialized information and assistance with regard to specific financial transactions, and works with client groups at the highest level of city government and public and private sectors to resolve financial discrepancies and guide financial decision making.

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

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.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Financial Management - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Project Management - Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.

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

By position, performs lead work or supervises employees within the functional area.

Education Requirement

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

Experience Requirement

Three (3) years of full performance, 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-12
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: