

City of Portland

## CLASS SPECIFICATION

### FINANCIAL ANALYST I

**[CLASS CODE]**

**[ESTABLISHED DATE]**

#### **CLASSIFICATION SUMMARY**

Reports to a Financial Analyst III, Supervisor, Manager, or other management-level position. Under routine supervision, provides support for financial, budget, or statistical analyses.

Responsibilities include: assisting with financial analysis and reporting; providing support for budget and financial management; assisting in the preparation and maintenance of budgets for Bureaus/Offices, grants, or operating and capital programs; conducting bank reconciliations; preparing financial reports; ensuring compliance with financial and accounting policies and procedures.

#### **DISTINGUISHING CHARACTERISTICS**

Financial Analyst I is the first of three classifications in the Financial Analyst series.

Financial Analyst I is distinguished from Financial Analyst II in that the latter independently performs and evaluates more difficult and varied analytical work having greater organizational impact, and may lead the work of other Financial Analyst I positions or other staff.

Financial Analyst I is distinguished from the Accountant series in that the latter is responsible for public financial accounting and reporting and the former is responsible for analyzing financial transactions, forecasting financial models, and assisting in budget development and implementation.

Financial Analyst I is distinguished from the Analyst series in that the former focuses on specialized work related to budget and financial analysis and requires specialized education, knowledge, and/or training.

#### **ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Participate in the planning, development, and implementation of Bureau/Office and City budget(s).
2. Research and compile data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data; assist in developing data-gathering processes.
3. Utilize financial models and forecasts to analyze and document budget development and implementation, cash flow forecasts, fiscal year costs, procurement and asset replacement costs, capital projects and programs, rate studies, bonded debt requirements, cost allocation plans, revenue and expenditures, and staffing impacts; recommend updates to forecasting models.
4. Prepare correspondence and reports identifying issues and presenting recommendations to management on a variety of budgetary, administrative, fiscal, policy, grant, funding, legislative, program, project, and managerial issues; assist with developing implementation plans and the implementation of policies and procedures.
5. Assist with developing performance indicators; monitor and evaluate performance.

6. Assist with ensuring compliance with budget- and financial-related statutes, rules, and ordinances; contracts, memorandums of understanding, grant agreements, or other binding agreements.
7. Update, adjust, reconcile, and maintain Bureau/Office and City financial software and databases; ensure accuracy of entries.
8. Develop recommendations on the allocation of resources based on analyses; analyze revenue and performance projections; conduct analyses to identify issues and opportunities; make recommendations for efficiencies and improvements.
9. Analyze financial impacts of business decisions; draft fiscal impact statements.
10. Research and answer questions regarding assignments to the public, elected officials, and other governmental agencies, Bureaus/Offices, and various organizations.
11. Present objective analyses, observations, findings, conclusions, and recommendations via written reports, budgetary communications, oral presentations, public forums, and meetings.
12. Explain fiscal guidelines, provide financial systems technical support, and ensure compliance with financial principles and regulations.

Specific Duties:

In addition to the General Duties, the incumbent may perform a combination of some or all of the following duties specific to the position.

1. Assist in the development of bureau fees, rates, and rate models; plan and implement interagency agreements; reconcile rates.
2. Support Citywide studies and projects related to financial performance and management, debt management, budget development, and strategic program planning; develop guidelines, manage timelines and scope; communicate with stakeholders, coordinate multi-Bureau/Office project teams, and gain consensus on report design and recommendations.
3. Assist with the costing of collective bargaining agreements.
4. Assist with procurement processes, ensuring compliance with City's purchasing policies and procedures and Bureau's/Office's internal guidelines; assist with preparing Requests for Proposals (RFPs).
5. Process technology billing to internal and external customers; ensure accurate billings for services rendered; make billing adjustments and corrections.
6. Allocate indirect costs to programs and monitor program spending; review and update interagency allocations.
7. Develop funding projections and scenarios for new initiatives.
8. Assist in preparing arbitrage rebate analyses for bond issuances.
9. Coordinate between banks and bureaus regarding cash management and banking functions.

**SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under routine supervision by a Financial Analyst III, Supervisor, Manager, or other management-level position.

This classification has no supervisory responsibilities.

**KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of principles, practices, and methods of public administration, municipal budget development, debt management, public sector financial management, financial analysis and forecasting, statistical and econometric modeling, time series, economic analysis, fund management and analysis, change management, asset replacement, and financial reporting.
2. Knowledge of principles, tools, and techniques for project planning, management and business communication.

3. Ability to learn Oregon's Local Budget Law; local government fiscal policies, procedures, administrative rules, and compliance guidelines; relevant laws, regulations, and court decisions.
4. Ability to analyze and identify financial, budgetary, operational, and organizational problems and issues; evaluate alternatives; provide sound, logical, fact-based conclusions and recommendations.
5. Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, modeling, and reviews.
6. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies, and procedures.
7. Ability to communicate effectively, clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive financial, treasury, debt, banking and other reports, correspondence, and other documents involving technical, budgetary, and financial data; communicate complex analytical topics to non-financial audiences.
8. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
9. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
10. Ability to maintain accurate files, records, and documents.
11. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Course work from an accredited college or university in management, finance, accounting, business administration, public administration, or related field;

AND

**Experience:** One (1) year of professional analytical or related work experience.

### **Special Requirements and/or Qualifications:**

Specific licensure, certification, or training in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

Bachelor's degree from an accredited college or university with major course work in management, finance, accounting, business or public administration, or related field.

Experience performing governmental financial or budgetary analysis working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Non-Exempt

HISTORY

Revision Dates: