

City of Portland

CLASS SPECIFICATION

FINANCIAL ANALYST II

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Financial Analyst III, Supervisor, Manager, Director, or other management- or executive-level position. Under general supervision, performs professional-level budget, financial, or statistical analysis.

Responsibilities include: developing and analyzing budgets; preparing budget and financial reports; fiscal monitoring; financial modeling and forecasting; rate development; analyzing and monitoring fiscal activity, internal controls over budgets, grants, and capital projects; ensuring regulatory compliance in assigned areas.

DISTINGUISHING CHARACTERISTICS

Financial Analyst II is the second of three classifications in the Financial Analyst series.

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

Financial Analyst II is distinguished from Financial Analyst III in that the latter leads the work of other Financial Analyst positions, may supervise staff, exercises considerable discretion in performing analyses, evaluating results and providing recommendations, and is responsible for performing the most complex budgetary and financial analyses with Bureau-/Office-wide or Citywide impact.

Financial Analyst II 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. Plan, develop, implement, and manage Bureau/Office and City operating and capital budget(s) and annual or multi-year financial plan(s).
2. Monitor fiscal, investment, and economic outlook; analyze financial impacts of business decisions; respond to business, investment, and budgetary changes; draft fiscal impact statements; recommend corrective measures.
3. Research and compile data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data; determine analytical techniques and data-gathering processes.
4. Develop financial models and documentation; prepare financial forecasts, analyses, and statistical computations; analyze financial models for accuracy; update forecasting models; draft findings, status, monitoring, and other reports; prepare and present data and forecasts.
5. Develop performance indicators; monitor, evaluate, and communicate performance measures and outcomes.

6. Ensure financial compliance with statutes, rules, ordinances, contracts, memorandums of understanding, grant agreements, and other binding agreements.
7. Update, adjust, reconcile, and maintain Bureau/Office and City financial systems, databases, records, and project codes; maintain accuracy, track performance, and review financial activities.
8. Create and communicate operational procedures; develop and improve financial business processes; adjust processes and procedures to reflect policy or regulation changes.
9. Lead and perform policy, process, procedural, budgetary, revenue, and performance projection analyses; develop recommendations on the allocation of resources; identify issues and opportunities; recommend efficiencies and improvements.
10. Respond to financial, budgetary, organizational structure, public records, auditing, and project inquiries from the public, elected officials, and other governmental agencies, Bureaus/Offices, and various organizations; provide support for financial and budgetary business needs.
11. Prepare and present reports, observations, findings, conclusions, and recommendations to supervisors, managers, City officials, and the public.
12. Draft internal and external financial and budgetary communications; prepare for and participate in budget meetings; represent Bureau/Office as subject matter expert in assigned area(s).
13. Lead teams or provide assistance, guidance, and review of work.
14. Provide training, problem-solving, advice, support, and guidance in areas of expertise; serve on committees.

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. Manage the City's ongoing relationships with banking institutions; coordinate problem-solving regarding cash management and banking functions; research and resolve issues; reconcile all Citywide bank accounts.
2. Implement and support merchant services payment processing; research and resolve card payment issues; monitor and analyze card transactions.
3. Cost collective bargaining agreements.
4. Track and analyze City's investments; amortize premiums and discounts; track realized and unrealized gains/losses; provide investment accounting services.
5. Assist with development and approval of grant applications; create invoices and reimbursement requests; prepare and maintain grant master data set up in financial system; monitor financial elements of grant and prepare status reports.
6. Develop bureau rates and rate models; plan and implement interagency agreements; complete rate reconciliation; develop rate and fee schedules.
7. Allocate funds, costs, and expenditures within and across Bureaus/Offices; assist with cost and risk analysis.
8. Facilitate communications with external actuaries and auditors regarding timelines, data requests, and assumptions; compile, analyze, and organize data; prepare and approve data submissions to actuaries and auditors.
9. Conduct analyses and studies regarding the City's debt portfolio; assist in developing bond authorization resolutions, soliciting bids, and developing market comparisons for use in negotiating sales; ensure compliance with local budget law and accounting standards.
10. Model cost allocation projects and scenarios; perform Bureau/Office fees studies.
11. Maintain Citywide accounting business systems; design and administer databases; develop reports; document processes and procedures.

SUPERVISION RECEIVED AND EXERCISED

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

This classification has no supervisory responsibilities, but may lead the work of other staff.

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 and management, and sound business communication.
3. Ability to learn Oregon's Local Budget Law; local government fiscal policies, procedures, administrative rules, and compliance guidelines; state and federal securities and tax laws and regulations; and relevant laws, regulations, and court decisions.
4. Ability to analyze and identify financial, budgetary, operational, and organizational problems and issues; evaluate alternatives; and reach sound, logical, fact-based conclusions and recommendations.
5. Ability to exercise critical analytical skills, judgment, and discretion in applying principles, concepts, and practices related to municipal budget development, financial management, and public administration.
6. Ability to independently determine methodologies, assumptions and data parameters to develop and adjust difficult and complex financial forecasting models; determine report formatting; and determine methods for resolving issues.
7. Ability to collect, evaluate, and interpret data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, modeling, and reviews.
8. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies and procedures.
9. 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.
10. Ability to perform complex mathematical calculations.
11. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
12. Ability to establish and maintain effective working relationships with Bureau/Office managers and staff, staff of other Bureaus/Offices, representatives of other governmental agencies, the public, and others encountered in the course of work.
13. Ability to maintain accurate files, records, and documents.
14. Ability to utilize City-specific technology and general office software.
15. May require the ability to provide work direction and guidance to other staff.

MINIMUM QUALIFICATIONS REQUIRED

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

Education/Training: Associate's degree from an accredited college or university in management, finance, accounting, business administration, public administration, or a related field;

AND

Experience: Four (4) years of professional and responsible experience performing analytical or related work in a public agency.

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 in management, finance, accounting, business or public administration, or related field.

Specialized certification or training, such as Certificate of Professional Development/GFOA or Certificate of Completion (Local Budget Law Training)/Tax Supervising & Conservation Commission in financial, budgetary, debt, or investment analyses.

Experience performing financial or budget 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: Exempt

HISTORY

Revision Dates: