

City of Portland

## CLASS SPECIFICATION

### FINANCIAL ANALYST III

**[CLASS CODE]**

**[ESTABLISHED DATE]**

#### **CLASSIFICATION SUMMARY**

Reports to a Manager, Director, or other management- or executive-level position. Under minimal supervision, performs professional, highly complex budget and financial analysis.

Responsibilities include: developing and analyzing budgets; preparing financial, investment, cash management and budgetary reports; fiscal monitoring; financial modeling and forecasting; rate development; policy analysis; ensuring regulatory compliance; providing recommendations in long-term financial planning; leading the work of other Financial Analysts; may supervise staff.

#### **DISTINGUISHING CHARACTERISTICS**

Financial Analyst III is the highest of three classifications in the Financial Analyst series.

Financial Analyst III is distinguished from Financial Analyst II in that the former 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 III 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, oversee, 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, cash management, and economic outlook; analyze financial impacts of business decisions; respond to business, investment, and budgetary changes; draft fiscal impact statements; recommend corrective measures.
3. Supervise and perform complex research; supervise the compilation of data from a variety of sources; identify historical trends and irregularities; assemble, analyze, and interpret data.
4. Develop complex financial models and documentation; prepare financial forecasts, analyses, and statistical computations; analyze complex financial models for accuracy; update forecasting models; identify long-term financial issues and recommend solutions; draft findings, status, monitoring, and other reports; prepare and present data and forecasts.
5. Develop performance indicators; monitor and support strategic financial planning; evaluate and communicate performance measures and outcomes.
6. Ensure financial compliance with statutes, rules, ordinances, contracts, memoranda of understanding, grant agreements, and other binding agreements.
7. Create and communicate operational procedures; develop and improve financial business processes; adjust processes and procedures to reflect policy or regulations changes.

8. Update, adjust, reconcile, and maintain Bureau/Office and City financial systems, databases, records, and project codes; maintain accuracy, track performance, and review financial activities.
9. Supervise 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 deliver reports, analyses, 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 and hearings; represent Bureau/Office as subject matter expert in assigned area(s).
13. Provide training, problem-solving, advice, support, and guidance in areas of expertise; serve on committees; review work of other Financial Analysts and staff.
14. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

#### 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. Supervise, plan, organize, and evaluate the work of assigned staff.
2. Perform complex cash management analysis; perform analysis and recording of investment portfolio activity; determine funding requirements; plan for investment incomes and disbursements.
3. Prepare financial and economic information for official statements, bond agency rating analyses, and post-debt-issuance compliance; complete competitive bond sales; assist Bureaus/Offices with developing and analyzing bond structures and strategies for planned financing.
4. Develop Bureau/Office rates and rate models; negotiate and manage interagency agreements related to finance, operations, and capital projects; perform and oversee rate reconciliations.
5. Participate in capital improvement process planning; identify projects, forecast costs, and funding methods and sources; record capital assets.
6. Administer contracts and provide contract process support; prepare and audit invoices to ensure compliance, verify eligibility, and track scope and budget changes.
7. Administer grant process; manage the requesting and receiving of grant funds; review and interpret award documents; assess fiscal impact; manage reimbursements; maintain compliance with grant requirements.
8. Model cost allocation projects and scenarios; conduct fee and rate studies.
9. Evaluate financing alternatives and related financial and policy implications; make recommendations on financing and funding strategies.
10. Facilitate communications with external actuaries and auditors regarding timelines, data requests, and assumptions; compile and analyze data; prepare and approve data submissions to actuaries and auditors.
11. Maintain and develop Citywide accounting business systems; design and administer databases; recommend new policies, processes, and procedures.

#### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal supervision by a Manager, Director, or other management- or executive-level position.

May directly supervise Financial Analyst positions and other staff.

## **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Thorough 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. May require knowledge of fundamentals and methods of planning, organizing, and allocating work to subordinate staff.
4. 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.
5. Ability to determine methodologies, assumptions and data parameters to develop and adjust difficult and complex financial forecasting models.
6. Ability to analyze highly complex financial, budgetary, operational, and organizational problems, identify issues, develop and evaluate alternatives, and reach sound, logical, fact-based conclusions and recommendations.
7. 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.
8. Ability to collect, evaluate, and interpret complex data in statistical and narrative forms; ability to use quantitative and qualitative analysis, tools, modeling, and reviews.
9. Ability to analyze, interpret, explain, and apply relevant laws, regulations, ordinances, policies and procedures.
10. Ability to communicate effectively, clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents involving technical, budgetary, and financial data; communicate complex analytical topics to non-financial audiences.
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 management and staff, representatives of other public agencies, the public, and others encountered in the course of work.
13. Ability to utilize City-specific technology and general office software.
14. Ability to maintain accurate files, records, and documents.
15. May require the ability to supervise, evaluate, and provide guidance to other staff.
16. May require the ability to supervise a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.

## **MINIMUM QUALIFICATIONS REQUIRED**

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

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

AND

**Experience:** Six (6) 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:**

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