CITY OF FOLSOM

FINANCIAL ANALYST/SENIOR FINANCIAL ANALYST

DEFINITION

Under direction, perform highly responsible and complex professional duties involved in the financial reporting, analyzing, and auditing of financial transactions for the City, the Folsom Redevelopment Agency, and the Folsom Public Financing Authority. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

DISTINGUISHING CHARACTERISTICS

The Financial Analyst is the experience/journey level class series, fully competent to independently perform duties. This class is distinguished from the Senior Financial Analyst in that the latter serves either as the senior or advanced level specialist is the series. This class is flexibly staffed with Senior Financial Analyst and incumbents may advance to the higher level after one year and demonstrating proficiency that meets the qualifications.

The Senior Financial Analyst is the lead or specialist level in the Financial Analyst series. In the lead assignment, incumbents provide direction to lower level staff including assigning, directing, and reviewing the work of staff. In the specialist assignment, incumbents work on specialized projects containing a high number of complex and difficult tasks and assignments. Positions at this level are distinguished from those in the lower classification of Financial Analyst by the independence with which they perform their duties of handling the most difficult and complex work and performing lead work.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Perform a wide range of fiscal activities for the City and related Agencies; including grant accounting, fiscal year and month end close oversight, reporting, contract maintenance, reconciliations, and capital asset oversight.
- Assist in preparation of the annual independent audits of the City, Redevelopment Agency of the City and the Folsom Public Financing Authority.
- Perform internal audits.
- Provide consulting services to departments regarding a variety of issues including the status of financial accounts and transactions for assigned funds.
- Assist in the City's cost accounting and fee studies.
- Prepare financial reports such as the Annual State Controller's Report for the City, Redevelopment Agency and Public Financing Authority, the Annual State Controllers Street Report, State Controller's Annual Transit Report, and the Redevelopment Agency's Statement of Indebtedness.

- Perform investment activities.
- Perform cash management operations.
- Assist in the issuance and management of debt.
- Assist in management of special assessment districts
- Coordinate monthly financial statements and budget status reports including statistical reporting required by the Director's office.
- Prepare account reconciliations monthly and quarterly.
- Maintain fiscal records and reporting information in accordance with City policies, procedures, and the law.
- Assist in preparation of the City's operating budget and Capital Improvement Program.
- Assist in the preparation and review of the City's five-year financial plan.
- In collaboration with Finance Department Management, document all fiscal policies and procedures.
- Review and approve all journal entries.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the knowledge and abilities listed below are related to job duties as defined under "Distinguishing Characteristics."

Knowledge of:

- Principles and practices of municipal government accounting and financial reporting.
- Principles and practices of municipal finance, budgeting, public administration, and public policy development.
- Theory and principles of statistics and their practical applications.
- Thorough working knowledge of Generally Accepted Accounting Principles, accounting theory, and auditing techniques.
- Principles and practices of portfolio management.
- Principles and practices of municipal debt.
- Banking transactions and reconciliations.
- Automated financial accounting and reporting systems.
- Pertinent federal, state, and local laws, codes, and regulations.
- Government Accounting Standards Board Pronouncements and Technical Interpretations
- Single Audit Act of 1984, as amended and the requirements of OMB-133 as they pertain to Federal Grant Programs received by the City of Folsom.
- Redevelopment Agency practices, regulations and legal requirements.
- Principles and practices of supervision, training, and performance evaluation.
- Methods and techniques of time and project management.

Ability to:

- Analyze complex fiscal information.
- Prepare comprehensive fiscal, financial, and budget analyses and reports.

- Recognize and recommend improvements in financial recordkeeping system.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Understand and apply laws, rules, and regulations to specific accounting and financial transactions.
- Operate a PC system at advanced level in Microsoft Office or similar software applications.
- Effectively train, supervise, and evaluate staff.
- Work independently with the ability to make sound decisions based on issues and facts presented.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Financial Analyst:

Education:
A bachelor's degree in accounting, finance, or a closely related field from an accredited college or university.

Experience:
Two years of increasingly responsible experience in municipal or governmental finance.

Senior Financial Analyst:

Education:
A bachelor's degree in accounting, finance, or a closely related field from an accredited college or university.

Experience:
Three years of increasingly responsible experience in municipal or governmental finance.

Substitution/Desirable Qualifications:
C.P.A. or master's degree in Public or Business Administration is desirable and can substitute for experience.

License, Certificate, Registration Requirements:
Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: