



Financial Analyst - CIP

Summary

Prepare, coordinate, and monitor the Capital Improvement Project (CIP) budget for all City agency's; administer budget performance systems; recommend financial policies and procedures; develop computerized financial reports; coordinate all capital project budget requests; may report to City Council on Capital Projects; manage assigned operations.

Class Characteristics

General supervision is provided by the Accounting Manager; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

The class is distinguished from the classification of Accountant/Analyst in that the latter is the full journey level class in a professional accounting series.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Coordinate the preparation of all Capital Improvement Project budgets; provide procedures, requirements, instructions, and schedules for departmental budget input and preparation; implement modifications to budget and financial systems.

Monitor budget performance for all capital projects; prepare customized financial management reports; recommend corrective actions for resolution of budget performance issues.

Recommend changes to departmental policies and procedures, systems, and standards; participate in organization, staffing, and related activities.

Assist in the development of agency-wide, long-range financial plans, which incorporate capital improvement projects.

Review expenditures to assure that projects are within budgetary guidelines.

Monitor financial data collection systems.

Work independently as liaison between Administrative Services and all other departments that manage capital projects.

As finance liaison, will monitor all CIP projects, contracts and their appropriate change orders; inform Accounting Manager as to when projects need change orders.

Supervise disbursement of all expenditures.

At the completion of new capital projects, will assist in updating all fixed asset information related to capital projects in accounting system.

Perform related duties as assigned.

Skills/Abilities:

Prepare complex financial and statistical reports; maintain and reconcile financial transactions records, ledgers, and journals. Understand transactions and relationships among accounting documents; detect fiscal record keeping errors rapidly and efficiently.

Write reports, business correspondence, documentation, and effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Perform detailed numerical work with speed and accuracy.

Comprehend and draw inferences from written material, analyze problems, gather relevant information, and recommend corrective action; perform multiple tasks under deadline pressure; organize and prioritized work to meet deadlines.

Work independently with minimal supervision, utilizing sound judgment in the course of work.

Operate a standard computer with working knowledge of analytical spreadsheets, standard office software and equipment, including Microsoft Excel and 10-key calculator.

Prepare a variety of financial documents, reports and analyses with supporting statistics and data. Examine and verify financial documents and reports.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit; use the computer keyboard and mouse, use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Principles of automated information systems and methods, including spreadsheets and other accounting and business software.

Modern office practices, procedures, methods, and equipment.

Generally accepted accounting principles and their application, with experience in governmental accounting principals and procedures is desirable.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way of gaining such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in accounting or closely related field.

Experience:

Sufficient years of professional accounting experience that demonstrates possession of the required knowledge and abilities. Two years of local government accounting is desirable.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

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