

FINANCIAL ANALYST

DEPARTMENT : **FINANCE DEPARTMENT**
SALARY :
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **NON-BARGAINING**

GENERAL STATEMENT OF DUTIES

Professional administrative staff position responsible for directing, coordinating and monitoring the City's fiscal budgeting activities, coordinating and monitoring banking activities, coordinating and monitoring the purchasing activities of all City departments according to the purchasing policy of the City Council, supervising the accounts payable function of the City, coordinating and reconciling general ledger and accounts, and completing grant administration and drafting grant applications. The work is performed under the general direction of the Chief Financial Officer but considerable leeway is granted for the exercise of independent judgement and initiative. May direct or supervise the work of department clerks.

EXAMPLES OF ESSENTIAL FUNCTIONS

(Illustrative Only)

These functions are considered essential for successful performance in this job classification.

1. Reconciles and monitors general ledger accounting.
2. Reconciles and monitors banking activities.
3. Reviews and approves bills for payment and supervises the account coding and data entry for payment.
4. Monitors allocation of expenses and revenue among approximately 30 funds, 500 projects and tax increment financing districts.
5. Monitors and reviews expenditure pre-authorizations prior to submission to the Finance Committee for approval.
6. Monitors and reviews travel requests prior to submission to the Finance Committee for approval for requests exceeding \$100 or to Mayor for requests equal to or less than \$100.
7. Monitors the Line-Item Budget Control Policy and reviews requests for line-item amendments prior to submission to the Finance Committee for approval.
8. Maintains fixed asset accounting records.
9. Monitors credit card use by City employees and maintains physical control of cards.
10. Reviews and monitors billing for City services, primarily for invoices issued from the City system.
11. Provides periodic expenditure and revenue estimates and projections.
12. Completes grant administration functions.
13. May draft grant applications.
14. Compiles and analyzes financial data for annual general operating bond and revenue bond issuance.
15. Oversees capital improvements programming and use of capital funds..
16. May approve or prepare bid documents prior to bidding process.
17. Reviews and approves procedures for bid analysis and awards.
18. Monitors purchases that involve large quantity supplies on a continuous or emergency basis and blanket authorization purchases such as utilities and services under contract.
19. Conducts operations research and planning including cost analyses relating to the delivery of various municipal services.
20. Monitors all information systems and related activities for the City Clerk/Finance Office including reporting and recommendations on operational software and training for staff on new or revised programs.

21. Attends meetings such as City Council, budget review and staff meetings as required.
22. Prepares statistical tabulations, charts and graphs to illustrate financial planning objectives and fiscal situation.
23. Accesses information and conducts research as needed to analyze financial issues regarding municipal budgeting through the Internet and other financial vehicles.
24. Advises and responds to questions from elected officials, department heads, State and Federal agencies and the public regarding City budget and other financial matters.
25. Serves as back up for duties and activities performed by Chief Financial Officer and other Financial Analysts.
26. May direct or supervise other Finance employees.
27. Communicates clearly and concisely orally and in writing.
28. Compiles reports, performs data entry and completes forms on personal computer, using the applicable software.
29. Works independently and with others with limited supervision.
30. Attends work regularly at the designated place and time.
31. Performs all work duties and activities in accordance with City, Finance Department and OSHA policies, procedures and safety rules.
32. Performs related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of principles and practices of finance, accounting and budgeting (prefer knowledge of municipal government budgeting and accounting).
2. Knowledge of the methods and techniques of preparing a fiscal year budget according to Generally Accepted Accounting Principles and State required reporting formats.
3. Ability to review complex operating and financial statements and administrative reports, communicate this information to finance staff, elected officials, department heads, auditors and

the public in a concise and professional manner and respond tactfully and concisely to related questions.

4. Ability to conduct research, analyze and interpret financial data.
5. Ability to analyze Federal and State laws as they apply to grants and government expenditures.
6. Ability to enter and retrieve information on a personal computer and knowledge and skill with Microsoft applications including Word, Excel and Power Point; ability to learn specialized computer software, develop computer-generated reports and keep accurate, thorough and updated records.
7. Ability to work independently and with others with minimum supervision and to direct or supervise the work of other employees.
8. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in finance, accounting, public administration or closely related field from an accredited college or university. (candidates with CPA will be given preference) and minimum three years experience in financial administration or closely related area; prefer municipal finance or accounting experience.

OR

Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.

2. If using City vehicle, must have Iowa Driver's License and good driving record based on the City of Waterloo driver performance criteria.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to communicate effectively with other employees, elected officials, Federal, State and other government subdivisions and agencies in person or by telephone.
2. Sufficient personal mobility that permits the employee to operate a passenger vehicle safely, attend meetings in and out of City Hall and

physically move from one City department or facility to another.

3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, handle files and perform other administrative responsibilities.

MISCELLANEOUS

1. The City of Waterloo will conduct a background investigation including employment, education and criminal history checks on any candidate being considered for this position.
2. Required to submit to and pass Civil Service oral examination.
3. The City of Waterloo will conduct pre-employment skills tests in Microsoft Word and Excel, proofreading and writing.

WORK SCHEDULE

Generally 8:00 a.m. to 5:00 p.m. Monday through Friday with one hour unpaid lunch. Must be available as needed outside these hours for department or City activities or meetings that require the attendance of the Financial Analyst. May be significant extra work hours required during yearly budget and audit preparation.

FINANCIAL ANALYST DESCRIPTION 16(3) December 2016