

FINANCIAL ANALYST I  
FINANCIAL ANALYST II

DEFINITION

To perform complex financial analysis related to performing specialized accounting and financial duties, formation and administration of special tax and assessment districts, posting and monitoring of City investments, and preparing financial statements and reports, as assigned; and to provide professional assistance relative to financial planning, analysis and coordination of a variety of operating and grant programs.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I – This is the entry level class in the Financial Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Financial Analyst II – This is the journey level class within the Financial Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Financial Analyst I

Receives general supervision from assigned management staff.

May exercise technical and functional supervision over technical and support staff as appropriate.

Financial Analyst II

Receives direction from assigned management staff.

May exercise technical and functional supervision over professional, technical, and support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform professional technical and analytical work in the areas of accounting, investments, and debt financing.

Prepare fund summaries for use in preparation of the City's annual budget, mid-year review, and year end summary; may prepare and administer annual and mid-year budget for an assigned function.

Oversee and monitor a variety of special assessment district fees and related fund accounting as related to community facilities (CFD), landscape and lighting (LLD), redevelopment and housing programs; prepare and administer the annual Levy budgets for the CFD & LLD districts; contribute and review CFD & LLD disclosure and tax reports; prepare, review and present staff reports and resolutions at council meetings and public hearings for the CFD & LLD districts; monitor CFD construction funds; monitor CFD district delinquencies.

Develop special financing districts; provide analysis to Finance Department staff and bond team regarding formation, refunding, and annexations; participate in the selection of underwriters and consultants; provide financial analysis and continuing disclosure to bondholders, property owners and developers.

Create and input investment activity of City and special district portfolios; post all City investments to the general ledger and monitor related activities and results; reconcile bank balance to the general ledger.

Maintain and monitor City's fixed assets; review capitalization expenditures; calculate and post depreciation; reconcile fixed asset system to General Ledger.

Oversee investment of bond proceeds, including purchase and sale of investment securities; calculate interest on investments and allocate interest to appropriate funds; create and input debt investment activity; monitor debt service payments and analyze cash flow to optimize investments; monitor and make recommendations for short term investment opportunities.

Coordinate grants and related audits by monitoring, reporting and maintaining grant budgets, activities and expenditures, grant compliance documents and records; assist with financially related compliance issues.

Analyze, record, and report financial transactions related to area of assignment in accordance with generally accepted accounting and reporting practices.

## Financial Analyst I/II

- 3 -

Coordinate with Finance Department staff and other City departments to ensure cost accounting and revenue collection systems are consistent with the approved budget; review accounting systems and procedures as related to area of program assignment and make recommendations for improvements and/or modifications.

Annually prepare and present investment policy.

Assist with audit processes; prepare fixed assets and debt funds in preparation for audit; review audit report and financial statements prepared by auditor; provide technical and analytical support throughout audit process.

Monitor swaps, net payments, and variable interest rates; prepare annual swap report for Electric Utility Department and South Placer Wastewater Authority.

Serve as a member of the Electric Utility Department's risk management committee; coordinate and monitor invoicing for natural gas; develop collateral accounts with banks for the purchase of natural gas.

Provide assistance and advice to City departments in resolving financial and grant issues related to areas of assignment.

Coordinate independent audits for the Redevelopment Agency, Housing Authority, Roseville Community Development Corporation, and/or other special districts or programs.

Perform special analyses and reports as required by the City Council, management staff, and outside agencies; manage projects and special studies.

Maintain knowledge of current development and innovations in governmental financial management, including budget management, revenue collection, treasury management, and financial accounting systems.

Maintain knowledge of current development in grant and related financial management; provide assistance in analyzing and developing improved policies, plans, methods, procedures, and systems of grant administration. Serve as liaison for banking and merchant services.

Plan and coordinate system implementation projects from a departmental users functional and non-technical perspective including gathering, documenting, and recommending new business system solutions, testing and/or enhancements in the implementation of information technology projects on a departmental level.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Financial Analyst I

Knowledge of:

Principles and practices of generally accepted accounting and reporting practices.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation.

Automated accounting and information systems.

Complex statistical research and analysis techniques.

Principles and practices of needs analysis as related to organizational design and development and basic grant administration.

Ability to:

Perform professional duties in the analysis of a variety of complex accounting and financial data.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn pertinent local, State, and Federal laws, rules and regulations especially as related to accounting, auditing, assessment, and reporting requirements.

Apply accounting principles to the analysis of financial and accounting transactions and audit of financial records; prepare financial statements and reports.

Use automated accounting and information systems.

Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

Three years of professional financial and accounting experience, including financial analysis and financial forecasting.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in accounting, finance or a related field.

License or Certificate

Some positions may require possession of a valid California driver's license by date of appointment.

Financial Analyst II

In addition to the qualifications for the Financial Analyst I:

Knowledge of:

Principles and practices of revenue and treasury management, and financial accounting and reporting.

Principles and practices of governmental accounting, auditing, and financial reporting including GASB.

Pertinent local, State and Federal laws, rules and regulations, as related to area of assignment.

Stock and bond market, various securities, valuations, and yield curve.

Principles and practices of project management of business change projects.

Principles and practices of business analysis including requirements analysis and solutions assessment.

Ability to:

Independently perform professional duties in the analysis of a variety of complex accounting and financial data.

Calculate and analyze net payments with various interest rates.

Interpret and apply complex rules, regulations and laws pertaining to area of assignment.

Develop and present technical and analytical reports and presentations.

Monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards.

Analyze, evaluate and integrate business and/or systems processes and procedures to improve current practices and develop effective solutions.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Financial Analyst I with the City of Roseville.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably in accounting, finance or a related field.

License or Certificate

Some positions may require possession of a valid California driver's license by date of appointment.

04-05-18

09-15-16

01-07-15

08-25-12

12-01-03

07-01-02

Financial Analyst I/II