

JOB TITLE: Chief Financial Management Analyst

JOB CODE: 02.09

GRADE: 25

CLASSIFICATION: Exempt

PURPOSE OF THE POSITION: Assists the Finance Director in the management, direction and control of the City Finance Department and Accounting Department. Overall responsibility for the development of analyses of the various financial aspects of the City's operation. Performs in-depth organizational studies related to department operations and procedures and presentation of the analyses for review by the City Administration.

MINIMUM QUALIFICATIONS: A Bachelor Degree with major course work in accounting, finance, business administration or public administration with major work in fiscal management. Minimum of five (5) years of experience in public finance, three (3) of which must be with local or municipal government; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Three (3) years of supervisory experience is required. A Master Degree in one of the above subject areas may be substituted for the non-governmental experience.

SPECIAL REQUIREMENTS:

- Ability to manage the design, maintenance and reporting of complex financial, accounting and budget matters.
- Considerable knowledge of finance, statistical analyses, and funds administration.
- Considerable knowledge of federal, state and municipal laws, regulations, and ordinances governing or bearing on public funds administration.
- Ability to direct or perform complex fiscal analyses, to manage multiple funding controls, to formulate recommendations from analysis and research, and to manage the compilation and preparation of complex fiscal and statistical reports.
- Performs revenue forecasts and economic impact analysis.
- Must be proficient in long-range revenue forecasting.
- Ability to establish and maintain working relationships with other employees and the general public and to deal effectively with federal, state, City officials, Bond Counsel and Rating Agency Representatives.
- Ability to plan work assignments and to organize office operations.
- Ability to operate microcomputers with emphasis on spreadsheet, database, word processing and graphics software.
- Ability to effectively express oneself orally and in writing.
- Ability to stand-in for the Finance Director in his/her absence including the presentation of all items by the Finance Department to the City Commission.
- Ability to stand-in for the Funds and Investment Manager in his/her absence.

ESSENTIAL FUNCTIONS:

- Responsible for the maintenance of all reports on fiscal activities affecting the City.
- Performs complex analytical reports of revenue and expenditures and prepares all revenue forecasts.

- Designs and develops complex cost and overhead analyses, and statistical and fiscal reporting systems.
- Performs continuing accounts analyses.
- Projects future revenues and expenditures on a citywide, departmental or project level.
- Performs rate or cost of service studies of the City's proprietary operations.
- Designs and installs financial standard operating policies and procedures for all departments and performs related work as assigned.
- Ability to stand-in for the Finance Director in his/her absence including the presentation of all items by the Finance Department to the City Commission.
- Ability to stand-in for the Funds and Investment Manager in his/her absence.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Extensive public contact.

SUPERVISION RECEIVED: A high degree of independent judgment is exercised. Works under the technical and administrative supervision of the Finance Director.

SUPERVISION EXERCISED: Instructs and coordinates the work of other personnel, as assigned for particular projects and operations.

PHYSICAL REQUIREMENTS: This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining various reports that are required. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels.

ORGANIZATIONAL STATUS: Under the direction of the Finance Director.