

**FINANCIAL MANAGEMENT ANALYST
119-1**

GENERAL DESCRIPTION

Professional level work performing various accounting-related activities, and detailed financial analysis of the operations of City departments as they relate to the creation and administration of the budget and the analysis of the overall financial operations of the City. An employee assigned to this classification makes accounting entries, analyzes budgets, prepares budget requests, and analyzes financial and operating procedures to devise efficient ways of accomplishing goals and objectives. Work is performed under the general supervision of the Finance Director.

REPORTING RELATIONSHIPS

Reports to: Finance Director

ESSENTIAL JOB FUNCTIONS

1. Assists with the preparation of the annual operating budget and capital improvement program in compliance with City policy and Florida Statutes.
2. Reviews and processes budget amendments, ensuring compliance with budgeted programs and long-term planning.
3. Prepares and analyzes quarterly revenue and expenditure forecasts to identify current and future trends affecting financial condition.
4. Posts and maintains journals, ledgers and other record books.
5. Reconciles, classifies, and records receipts and disbursements into journals, totals and balances.
6. Posts to control accounts, may reconcile bank statements, maintains various journals and prepares records for computer input and/or corrections.
7. Records general fixed assets and is custodian of fixed asset records.
8. Records journal entries.
9. Prepares reports on various financial or management issues, including cost impacts.
10. Develops or updates operational manuals outlining established methods of performing work in accordance with City policy.
11. Accesses, inputs and retrieves information and data from a computer.
12. Prepares various reports, forms and statements.
13. May perform various financial activities as requested.
14. Assist with preparation of financial worksheets for annual audit.
15. Prepares tax returns and regulatory reports.
16. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as necessary and consistent with the position.

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MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of current governmental accounting, budgeting, and fiscal management principles and practices.
- Knowledge of various budgeting techniques such as zero-based budgeting, line-item budgeting, program budgeting, etc.
- Knowledge of organization, functions, and financial problems of municipal governments.
- Knowledge of principles and practices of accounting and ability to apply this knowledge to work situations.
- Ability to accomplish assigned administrative tasks with limited supervision.
- Ability to collect and analyze facts and other statistical information. Ability to prepare complex memoranda, detailed analysis and statistical reports.
- Knowledge of laws, rules and regulations, fiscal record keeping and contract procedures.
- Ability to prepare complete and accurate accounting reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, other City employees, and the public.
- Ability to display appropriate attention to detail, and to follow long term projects through completion.
- Ability to research new methods and procedures for possible application to City operations; ability to implement new methods and procedures independently.

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a Bachelor's Degree in accounting. Two (2) years experience involving professional accounting procedures, payroll, computer programs and spreadsheet operations. Any equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities may be considered for the minimum qualifications.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

Possession of a valid Florida Drivers License, and maintain compliance with Vehicle Use Policy requirements, Section 8.15 (c) in the City's Personnel Manual.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without corrections).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to access input and retrieve information from a computer.

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- Ability to access file cabinets for filing and retrieval of data.

ENVIRONMENT CONDITIONS

Works inside in an office environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval: Cynthia Hunter Approval: Kanille J. Jones
Personnel City Manager

Council Approval Date: September 18, 2012