

PRINCIPAL BUDGET AND FINANCIAL ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to perform a wide variety of complex professional level accounting duties including planning, preparing, scheduling, monitoring, and analyzing financial information; to review, analyze, and maintain financial records including the general ledger, job cost accounting, grant accounting, bond administration, operating and capital improvement budgets, and other fiscal documents; to assist in the preparation and administration of the City's operating and capital improvement budgets; to perform long and short range economic forecasts, analysis and reports on City's rates, fees, financial and budgetary conditions; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent advanced professional level "at-will" classification responsible for assisting the Finance Director in the most complex aspects of financial analyses, budgetary, forecasting, and related work. The incumbent is responsible for performing diverse, specialized, and complex work involving significant accountability, with a high degree of impact as a result of decisions made based upon the analyses conducted. The incumbent serves as a professional-level resource for organizational, managerial, and operational financial analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines. The work frequently requires attending meetings, coordination with other departments, and making presentations to City Council. Assigned duties and responsibilities will require work to be performed during and outside of normal office hours, weekends, and holidays.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Finance.

Exercises general supervision over professional, technical, and administrative support staff, as assigned.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Participates in the development and implementation of goals, objectives, policies and priorities for the Finance Department; analyzes, recommends, and administers policies and procedures to meet governmental and accepted accounting reporting requirements.
2. Assists the Director of Finance by performing a wide range of complex professional-level general cost accounting, financial analysis, auditing, and financial reporting work.
3. Participates in the preparation and administration of the City's operating and capital improvement budgets; quantifies impact of budget on the City's financial performance; submits budget recommendations; and monitors expenditures.
4. Performs complex administrative and financial analyses, including problem identification, selection of methodology, and evaluation of alternative solutions and presentation of findings.

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5. Analyzes past and present financial operations and expenditures and estimate future revenues to use in preparation of the annual budget and long-range financial forecasts.
6. Coordinates and provides documentation for debt issuance, regulatory disclosure compliance and debt administration.
7. Establishes financial controls and reviews expenditures for conformance with approved budgets; prepares and reviews reports and statements; develops operating and other statistics used for budgeting purchase and costs.
8. Monitors capital improvement project expenditures; maintains financial records and control of capital projects.
9. Prepares analytical and statistical reports on operations and activities including policies, procedures, methods and proposals to improve efficiency, cost effectiveness and quality of operations.
10. Develops financial analysis models; conducts financial analyses and financial management audits and participates in rate studies and development of fee schedules.
11. Initiates changes and lead the design, control, operation, and enhancement of computerized financial systems including budget control, general ledger control, contracts, accounts payable, revenue, billing, payroll, project construction accounting, and fixed assets.
12. Serves as the Finance Department liaison to all internal work groups, in conjunction with the Finance Director, in recommending and administering accounting/administration policies and procedures; answers financial questions from staff, public agencies, and others.
13. Represents the Finance Department in meetings with governmental and regulatory agencies, private firms, the public, and others; participates and works with other public agencies and organizations on technical studies to achieve goals of mutual benefit and good.
14. Conducts independent financial analyses of the City's financial condition and financial or rate impacts associated with various initiatives and financing major capital infrastructure projects.
15. Develops and maintains current and long term cash flow analysis for meeting the City's operational needs and investing idle funds.
16. Provides technical direction to staff as needed; establishes and maintains procedures and practices; oversees the development of new systems and the review of existing practices; reviews and updates financial policies; reviews and reconciles accounting and finance functions, such as posting to and balancing of accounts, opening and closing of accounts, auditing and making adjusting entries, and preparing periodic reports.
17. Analyzes and recommends changes in methods, procedures, systems, forms, and records; develops procedures to implement new financial system requirements.
18. Develops and maintains the accounting policies and procedures manual; drafts and proposes new policies; reviews and revises existing policies as necessary.
19. Establishes and monitors procedures and schedules of records retention.

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20. Prepares correspondence on a broad range of finance, budget, grant, and accounting-related subjects.
21. Researches and remains knowledgeable on laws, legal issues and legislation related to the City's budget, accounting, grants, and finances in order to update, develop policies, and procedures.
22. Coordinates assigned activities and services with other City staff, departments, and outside agencies.
23. Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
24. Attends and participates in professional group meetings; stays abreast of new trends and innovations in finance and accounting; researches emerging trends and their applicability to City needs.
25. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
26. Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
27. May serve as Acting Director of Finance, as assigned.
28. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of public agency financing and budget development, implementation and administration.
- General, cost and municipal government accounting principles, practices, and procedures.
- Automated accounting systems and information at an advanced level, particularly as related to sophisticated statistical analysis, modeling, data management and manipulation.
- Financial, statistical, investment and comparative analysis techniques and formulae.
- Principles, practices and methods of administrative, organizational, economic and procedural analysis at an advanced level.
- City policies, procedures and practices regarding investments and financial management.
- Applicable state, federal and local laws, rules, regulations and procedures affecting public utilities and special districts budgeting, financing, and reporting including GASB, GAAP and FASB principles applicable to public entities.
- Rate-making principles, concepts, and issues.
- Analytical principles and practices used in evaluating, verifying, interpreting, and forecasting financial data.
- Budgeting procedures and techniques.

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- Principles and practices of supervision, training, and personnel management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Sound business communications.
- English usage, spelling, grammar, and punctuation.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- City and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, organize, schedule, monitor, and supervise work of the Finance Division to meet schedules and timelines; set priorities for, train, evaluate, select, and recommend advancement/discipline of subordinates.
- Understand, interpret, explain, and apply City policies, and state and federal laws regulating financial accounting, budgeting, reporting and recordkeeping.
- Evaluate financial and organizational programs and make sound recommendations under intensive deadlines.
- Exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Represent the City effectively in dealings with the financial community and other agencies.
- Present proposals and recommendations, clearly, logically and persuasively.
- Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions, communicate clearly and concisely.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, provide quality customer service.
- Read, understand, interpret, apply, and communicate accounting principles, policies, procedures, contracts, grants, rules, and regulations.
- Prepare, verify, and present concise financial reports and statements.
- Perform responsible and complex professional-level accounting, budgetary and financial analysis work.
- Operate a personal computer accurately and efficiently; use a variety of computer software programs at an advanced level.
- Devise and implement efficient accounting and record keeping procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of departmental goals.
- Work weekends, evenings, and attend special events as required.
- Operate a vehicle observing legal and defensive driving practices.
- Work under moderate stress conditions.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is

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qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five to seven years of professional journey level experience in accounting and finance including financial analysis, accounting, auditing, accounting procedures development, long-range financial forecasting, budget development, and debt management; and advanced level proficiency in word processing, spreadsheets, and databases.

Training:

Equivalent to a Bachelor's degree in Accounting, Finance, Public, or Business Administration, or closely related field with major coursework in Accounting. A Master's degree in a related field is highly desirable.

Licenses and Certifications

- Possession of a State of California driver's license and the ability to maintain insurability under the City's vehicle insurance program.

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Must possess mobility to work in a standard office setting and in outdoor settings where employees are engaged in work, and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads

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and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.