

CITY OF BAINBRIDGE ISLAND

Job Description



Title: Senior Financial Analyst	JD: 130
Department: Finance and Administrative Services	Effective Date: Jan. 1, 2012
Reports To: Budget and Revenue Manager	FLSA Status: Exempt
Supervises: N/A	Union Status: Unrepresented

SUMMARY:

Under limited supervision, provides analytical support to the City's senior management, performing confidential policy development, financial research and analysis. Performs professional accounting/financial analysis and research including operating and capital budget development and analyses, cost allocation, revenue forecasting and management reporting. Prepares ad hoc reports from City's central financial data base.

ESSENTIAL FUNCTIONS:

Serves as primary confidential analytical support to the labor relations function. Develops statistical analysis of salary data of comparable cities for purposes of labor strategy development. Analyzes benefit data trends and compares multiple plan costs for use in negotiations. Calculates total costs of labor proposals for confidential consideration for collective bargaining sessions. Reviews classification and compensation studies and provides analysis of median and high/low range costs for confidential policy development.

Performs a variety of professional-level accounting and finance functions and analysis in support of the department and the entire city; serves as a technical resource to other City staff on a variety of budgeting, accounting and analytical needs.

Assists in the preparation of citywide monthly, quarterly, semi-annual and annual financial and management reports in compliance with regulations and best practices, including research and data analysis. Resolves and explains differences, prepares corrections and required notes, statistical tables, schedules and other supplemental information as required.

Coordinates fixed asset accountability for the City.

Performs complex operating or capital budget analyses such as project expenditure/revenue trends; reconciles data between different sources; analyzes proposed legislation and projects fiscal impacts. Prepares analysis and narratives in support of program plans.

Prepares portions of the annual financial statements, including research and data analysis, corrections, supporting documentation, notes, statistical tables, schedules and other supplemental information as required.

May be assigned staff oversight in the absence of the department director and managers, and may participate in department and City-wide teams and work groups.

OTHER DUTIES AND RESPONSIBILITIES:

The essential functions and qualifications contained in this job description reflect general details as necessary to describe the principal functions, the level of knowledge and scope of the responsibility

typically required of the job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or to otherwise balance the work load.

PREFERRED QUALIFICATIONS, SKILLS AND ABILITIES:

Any combination of experience and training that provides the desired skills, knowledge, and abilities is qualifying. A bachelor's degree with major coursework in accounting, finance or a closely related field, and considerable experience in accounting, finance or a closely related field is preferred, as is a CPA, CMA or MBA.

Knowledge of:

- Laws, regulations and standards pertaining to governmental accounting, BARS and financial reporting procedures
- Economic indicators, forecasting techniques, research methods and trends
- Generally accepted principles and practices of governmental financial accounting and budgeting
- Principles and practices of financial and statistical analysis, research techniques and financial record keeping and reporting
- Principles of compensation pertaining to public employers
- The Fair Labor Standards Act
- Advanced mathematical principles
- Modern office procedures, methods, computer equipment and applicable software

Ability to:

- Analyze complex costing spreadsheets and prepare recommendations
- Prepare and analyze the City's budgetary and financial statements
- Analyze financial documents/information and draw appropriate conclusions
- Exercise initiative and sound judgment and prioritize workload
- Communicate in an effective and professional manner, both orally and in writing
- Establish and maintain effective working relationships with management, colleagues, and the public
- Maintain a regular and punctual attendance record
- Meet deadlines and handle multiple priorities

REQUIRED LICENSING AND CERTIFICATION:

- Valid Washington State driver's license

WORKING CONDITIONS:

The regular work schedule is Monday through Friday, 8 am to 5 pm. Attendance at evening meetings or other events outside normal hours may be required. Work is performed primarily indoors in a busy public office environment. The position requires frequent telephone contact, computer operations and reading and repetitive motion tasks.

PHYSICAL REQUIREMENTS:

The employee in this position will face minimal physical demands, but may be required to sit for prolonged periods of time or work in a confined space and manipulate a computer keyboard, which requires repetitive motion tasks. In addition, the employee must have the ability to produce legible handwritten documents. The employee may be required to lift up to 30 pounds.

Equal Opportunity Employer - Americans with Disabilities Act

*The City of Bainbridge Island is an Equal Opportunity Employer.
Women and Minorities Are Encouraged to Apply.*

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.

This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.

This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.