

Code: 1366

Title: FINANCE ANALYST-SENIOR

SUMMARY: Analyzes departmental budget proposals, performs special studies, conducts research on budgetary matters and monitors departmental revenue and expenditures for compliance with adopted budgets. Responsible for monitoring, preparation, analysis and evaluation of departmental short-term operating budget data.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Performs studies related to specific department budgetary or financial issues;
Identifies methodologies, establishes research plans, gathers and analyzes data and prepares reports on findings with appropriate recommendations;
Prepares internal budget reports by gathering, analyzing, tabulating and interpreting data;
Monitors and evaluates assigned department budget requests to insure compliance with budget guidelines;
Provides technical assistance to departments engaged in budget preparation by explaining financial policies, procedures and processes to insure mutual understanding of request and proper use of the automated budget system;
Prepares multiple-year cost impact projections for supplemental budget requests;
Analyzes data and prepares reports through the use of departmental automated system;
Performs cost benefit analysis and financial and budgetary studies, researches alternatives and critiques justification of expenditures;
Analyzes department requests for amendment to budget, obtains necessary information, prepares budget impact statements, explores funding alternatives and makes recommendations for additional funding;
Prepares expenditure projections, documents significant issues or expenditures and prepares recommendation for action;
Monitors and evaluates departmental response to recommendation developed via research, documents departmental action and prepares additional recommendations as warranted;
Develops initial recommendations for department core funding levels based on revenue and expenditure projections, overall program budgets and departmental performance measures;
Attends departmental budget meetings and hearings as a resource advisor;
Participates in special financial research studies and assists in developing reports on findings and recommendations;
Reviews county-wide budget and financial policies and procedures and recommends revisions as appropriate;
Develops spreadsheet applications, and participates in the development of automated budget systems, screens and reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- data collection, research techniques, methodologies, and analysis methods;
- principles and practices of budgeting and accounting;
- methods and techniques of financial management and budget preparation and analysis;
- word processing, database, and spreadsheet applications;
- federal, state and local laws and regulations as they apply to financial and budget management;

- principles of organization structures and management reporting relationships as they apply to financial and budget management;
- public sector budgetary reporting and evaluation techniques and methods.

Skill in:

- observing, analyzing, interpreting and auditing data and reporting findings;
- identifying problems and developing clear, concise and logical conclusions and recommendations;
- identifying, researching and analyzing budgetary, financial and administrative data;
- performing statistical and mathematical analysis;
- communicating effectively, both orally and in writing;
- using a computer to produce reports and spreadsheets.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, finance, accounting, economics, or a closely related field as defined by the appointing authority and one year of professional level budget, auditing or accounting analysis, financial management research, or fiscal administration experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) One year of experience with Pima County as a Finance Accountant-Senior.

OR:

(3) Two years of experience with Pima County as an Accountant.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.