

Code: 1367

Title: FINANCE ANALYST-PRINCIPAL

SUMMARY: Conducts research, analysis, and fiscal monitoring of long-range budgetary financial issues that impact multiple departments and the overall county. Responsible for performing long-range fiscal planning studies on departmental operating and capital budgets. Performs capital improvement program and multi-year budget projections.

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

Conducts budgetary and financial studies and audits concerning current and projected budget considerations, and develops recommendations on feasibility of initiating new programs and maintaining or expanding existing services;

Establishes work plans, gathers and analyses financial data and prepares reports listing findings and recommendations;

Conducts revenue and expenditure forecasting studies and conducts financial impact analysis;

Prepares, reviews, evaluates and monitors departments capital improvement program budgets;

Analyzes departmental requests for capital improvement expenditures, obtains information for new requests and revises budget;

Updates departmental operating and capital budgets to reflect operating and funding changes;

Researches, analyzes and makes recommendations on department's requests for additional funding;

Monitors and evaluates departmental operations and Capital Improvement Program (CIP) budgets and develops a report on findings with appropriate recommendations;

Provides technical assistance to departments engaged in budget preparation by explaining budget procedures and process to insure mutual understanding of the CIP budget requests and in the use of the automated CIP budget system;

Researches, analyzes, and develops recommendations on department's requests for amendment to the approved CIP;

Designs econometrics models to forecast departmental expenditures and revenues, identifies anomalies and prepares monthly and annual reports on long-term projections;

Develops projections and trends using software for modeling and forecasting;

Interprets and applies established policies and procedures relating to the operation and CIP and develops recommendations for their revision;

Interprets the budget amendment process for departments;

Participates in the development and design of the CIP automated budget system, screens and reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- data collection, research and fiscal audit methods, designs and techniques;
- mathematics and statistics as they apply to budgetary control and financial management;
- general governmental financial and budgetary principles and practices;
- automated accounting systems, word processing, spreadsheet and database applications;
- methods and techniques of financial management and budget preparation and analysis;
- federal, state and local laws and regulations as they apply to budget and financial management.

Skill in:

- researching, analyzing, interpreting and auditing financial and budgetary data and preparing reports

on findings;

- developing logical conclusions and preparing recommendations;
- performing applicable statistical and mathematical analysis;
- communicating effectively, both orally and in writing;
- identifying budgetary problems and developing concise recommendations for revision and improvement;
- using an automated system/software to produce reports and spreadsheets;
- analyzing management systems and operating efficiencies.

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 three years 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) Two years of experience with Pima County as a Finance Analyst-Senior.

OR:

(3) One year of experience with Pima County as a Finance Accountant-Principal.

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.

Pima County

04/19/92
Updated 04/30/09(cs)