

Code: 1368

Title: FINANCE ANALYST SUPERVISOR

SUMMARY: Supervises the daily activities of a team of professional financial analysts and is responsible for overseeing and participating in analysis activities involving the County's annual operating budget and the five-year Capital Improvement Program (CIP).

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

Supervises and reviews budget reporting, analysis, projection and expenditure level analysis prepared by staff to insure accuracy, completeness and appropriateness of recommendations;

Coordinates preparation of the operating and CIP budgets;

Supervises, conducts, and participates in special short- and long-range, county-wide financial related research studies and develops reports on findings and recommendations;

Consolidates revenue and expenditure projections for all County departments, analyzes and evaluates trends, identifies problems, and recommends solutions;

Consults with and advises departments regarding policies and procedures of budget preparation and monitoring;

Assists in the development of methods and procedures for budget and fiscal analysis and control, and assists manager in the development of budgetary policies and guideline changes;

Consolidates the recommended operating budget for review by the Board of Supervisors;

Assists in the preparation of the budget schedule and revision of budget manual, forms and presentation format;

Assists in the development of computer applications, screens and reports for the Operating and CIP budgets, and tests systems for integrity and reliability of data;

Collects data for and prepares the tax levy for all taxing districts of Pima County;

Works with County departments and outside consultants in the development of forecasting models, databases, and budget criteria, and monitors results;

Supervises, trains, and evaluates budget staff;

Assists in the development of budget/financial operating policies and procedures.

KNOWLEDGE & SKILLS:

Knowledge of:

- mathematics, research design and methodology, and statistical analysis as they apply to budgetary control and financial management and research projects;
- management analysis as it applies to organizational financial systems;
- the preparation of analytical reports and studies;
- research methods and report presentation techniques;
- budget reporting systems and controls;
- principles and practices of management as they apply to organizational structures and reporting relationships;
- data collection, research, and audit practices, methods and techniques;
- general governmental financial and budgetary principles and practices;
- automated accounting systems, and word processing, spreadsheet and database applications;
- the principles and practices of effective supervision;
- the impact of relevant laws, statutes, and ordinances as they apply to financial and budget processes;

- Federal, State and local laws, rules and regulations as they pertain to financial and budget management.

Skill in:

- analyzing, interpreting and reporting research findings and making appropriate recommendations;
- analyzing management and organizational systems for operational efficiencies;
- researching, analyzing, interpreting and auditing financial and budgetary data;
- performing applicable statistical and mathematical analysis;
- communicating effectively, both orally and in writing;
- identifying and resolving budgetary problems and developing concise recommendations for revision and improvement;
- using an automated database/software to create statistical and forecasting reports and spreadsheets;
- planning, organizing and reviewing the work of others.

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, including one year of experience in governmental budget preparation and financial research, and one year of lead or supervisory experience.

(The required lead or supervisory experience may be concurrent with the aforementioned budget or financial experience.)

OR:

(2) One year of experience with Pima County as a Finance Analyst-Principal.

(Additional relevant experience and/or education may be substituted.)

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.