

## **FINANCIAL ANALYST**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, an incumbent in this class develops, plans, coordinates and monitors financial activities to ensure maximum utilization of departmental unit resources. This class is responsible for organizational processes such as: financial record keeping and statistical reporting. This position is characterized by the frequent exercise of independent judgment within the Department and may involve extensive contact with other departments and the general public.

**EXAMPLES OF WORK:** (Illustrative Only):

- Represents superior(s) in contacts with the Federal, State and County agencies and other City departments to provide or obtain accurate information;
- Reviews and analyzes monthly department billing and reports any issues;
- Analyzes financial and operating data and prepares financial reports in accordance with required procedures;
- Assists in preparation and monitoring of grant applications to various funding sources;
- Prepares and maintains other monthly income including penalties and interest;
- Reviews accounts receivable and reconciles for accuracy;
- Maintains and reconciles accounts receivable accounts to subsidiary accounts;
- Prepares work papers and analysis, as needed, for outside auditors;
- Performs internal administrative tasks, e.g. monitoring contract payment, preparing vouchers, purchase orders, etc.;
- Performs internal audits and assesses department's internal control policies and procedures;
- Assists in the preparation and review of financial and state reports, annual budget and other documents as required by federal and state regulations;
- Coordinates departmental grants, and monitors contracts and special funding projects, etc. prepares required reports thereon;
- Monitors contract funding to ensure accurate payments and ensures that funds are drawn from correct sources;
- Assists department staff with difficult operations to ensure timely completion of work;
- Acts as a trouble shooter by analyzing financial data, preventing and resolving complex problems for other employees within the department or unit;
- Prepares, updates and maintains records of operational expenses and revenue to provide data to forecast spending patterns;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods used in the budget and financial record keeping;
- Good knowledge of moderate accounting practices;
- Good knowledge of computerized software accounting systems;
- Good knowledge of computers, including department's financial software program;
- Working knowledge of the department's reporting and budgeting requirements;
- Familiarity with research methods and the fundamentals of statistics;
- Ability to make clear and accurate analyses of facts, figures and processes;
- Ability to present data, reports and comments clearly and concisely;
- Tact;
- Courtesy;
- Good judgment;
- Thoroughness;
- Dependability;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Accounting, Business Administration or a closely related field and one (1) years full-time paid experience in accounting, auditing or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Accounting, Business Administration or a closely related field and three (3) years full-time paid experience in accounting, auditing or a closely related field; OR
- C. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Accounting, Business Administration or a closely related field and five (5) years full-time paid experience in accounting, auditing or a closely related field; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.