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# Attachment 9

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*Senior Financial Analyst 06242026*



## CITY OF WESTMINSTER

### SENIOR FINANCE ANALYST

#### **DEFINITION**

Under general direction, performs a variety of complex administrative functions and special assignments relative to budget preparation; implementation and development of budgetary systems; advanced level accounting and preparation of financial justifications. Work involves financial and statistical analyses, recording and reporting of financial transactions, the preparation of financial report statements, special financial analyses, auditing functions and overseeing and participating in payroll activities. Provides highly complex and responsible support to the Finance Director and Assistant Finance Director in areas of expertise; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director and Assistant Finance Director. May provide lead direction to technical and/or administrative support staff.

#### **CLASS CHARACTERISTICS**

This classification is distinguished by the highly responsible and complex budgeting and accounting work performed with minimum direction. The incumbent works with independence on work projects, in meeting deadlines and with confidential and privileged information.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assist the Finance Director in planning and coordinating the installation of budgetary and work measurement systems. Prepare reports involving complex cost and statistical analyses, as directed, in response to specific requests of the Finance Director.
- Research, analyze and prepare reports with recommendations on a variety of matters pertaining to the Finance Department.
- Develop short-and long-term forecast for City revenues and operating expenses for the annual budget and the City's strategic plan.
- Coordinate the preparation of the City's annual operating budget and fiscal forecast; process budget amendments and transfer of funds; review budget expenditures and revenues.
- Assist in the investment of vital funds, reconciliation and investment earnings and the preparation of the monthly investment report.
- Administer the cash management program including performing cash transfers, as needed, and reconciling bank accounts.



- Ensure compliance with accepted governmental accounting practices, Council direction, and City procedures.
- Gather, tabulate and maintain a variety of financial and statistical data and records.
- Plan, assign, direct and review the work of budget staff; allocate staff and other resources to various tasks.
- Prepare complex internal and external financial reports.
- Reconcile subsidiary accounts to general ledger.
- Identify and resolve complex budgetary and financial issues and problems; provide timely, accurate, and informative financial analysis and make recommendations for improvements.
- Participates in all activities related to the City's accounting function, including the accounting system, accounts payable, accounts receivable, payroll, processing and issuance of checks and warrants, and cash receipts.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; assists with the preparation of mid-year, year-end and special reports, including the State Controller's Report and Annual Comprehensive Financial Report (ACFR).
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to City needs.
- Prepare confidential cost analyses for labor negotiations and related matters.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of best accounting and budget practices, budget development and financial reporting programs for public sector entities.
- Federal, State, and local laws, rules, and regulations governing municipal financial systems, financial reporting, revenue sources, and budget administration.
- Financial management concepts and applications and contemporary modeling methods related to revenue and expenditure projections.
- Research methods, report writing techniques, and financial concepts and applications
- Principles and practices of modern financial record keeping, report writing, and project



management

- Computer technology and software related to financial analysis, modeling, data management, and manipulation
- Advanced principles, practices, and applications of public agency financial analysis
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff, analysis, and evaluation of programs and operational needs of the assigned division.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Federal grant compliance and reporting requirements.
- Investment, debt financing, actuarial, and payroll administration practices.
- Cash handling practices and controls, budget preparation, revenue forecasting, computerized financial systems, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Perform complex accounting, budget and financial analyses, reports and projections.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, best budget practices, budgets, and labor/management agreements.
- Analyze proposed capital, personnel, operating and maintenance expenditures; manage the tracking and monitoring of budget expenditures, including contracts.
- Prepare multi-year financial historical and forecast models.
- Prepare financial reports and statements in accordance with predetermined requirements.
- Manage and monitor complex projects, on-time and within budget.
- Communicate effectively orally and in writing.
- Prepare comprehensive reports and correspondence.
- Analyze situations, identify problems, and recommend solutions.
- Interact professionally with various levels of employees and outside representatives.
- Exercise judgment and creativity in making conclusions and recommendations.
- Meet critical deadlines.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural,



and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Bachelor's Degree from an accredited university in Accounting, Business Administration or Public Administration is required, and three (3) to five (5) years of increasingly responsible professional experience in governmental accounting and budgetary financial analysis and research experience for a municipality or other public sector entity.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.