

City of Oregon City**Position Description**

Position: Senior Financial Management Analyst	Represented: Local 350-2
Department/Site: Finance/City Hall	FLSA: Non-exempt
Evaluated by: Finance Director	Salary Grade: 40

Summary

This position performs highly complex financial and management analysis to support the overall fiscal health of the City. Responsibilities include the development, implementation and monitoring of revenues, expenses, and financial procedures; participation in long range financial planning and budget development; coordination of the Capital Improvement Plan document; development of cost allocation plans; and support for year-end audits and financial reporting. Under direction of the Finance Director, the position serves as a business partner to departments regarding financial applications and business process issues.

Distinguishing Career Features

The Senior Financial Management Analyst is the highest professional level in the career ladder for technical accounting and finance. The position performs advanced, complex financial analysis, professional accounting, auditing, and fiscal management assignments. Employees in this position perform challenging, highly visible, and responsible assignments that include financial analysis, reconciliation, compliance, and auditing at the department or City-wide level. Employees in this position are responsible for independently performing accounting and financial analysis that is typically governed by unique and complicated laws, regulations, policies, and procedures. The Senior Management Analyst is distinguished from the Management Analyst classification by the requirement to perform more complex analysis with less supervision. Advancement to this position is based on the business needs of the organization.

Essential Duties and Responsibilities

The Senior Financial Management Analyst performs highly complex financial analyses and projects to support overall City operations. Responsibilities include but are not limited to:

- Analyzes procedures and information across a broad range of functions and makes recommendations to support decision making and process improvements. Leads work groups across various departments to implement financial systems and procedures. Plans, organizes, and conducts activities and events, carries out logistical arrangements and provides appropriate and timely communication of status. Documents results and prepares summary reports for director, management and the City Commission.
- Develops, implements and monitors revenues to support City functions. Leads implementation of new fees and charges for services. Reviews and updates sections of City Code. Ensures that existing fees are updated routinely and charged appropriately.
- Initiates recommendations for cost savings to support City functions. Reviews operating practices and identifies opportunities to save money and create efficiencies. Reviews contracts, lease requirements, City Code and other legal documents. Prepares backup documentation and summary reports with recommended courses of action. Leads implementation of recommended changes.
- Participates in the City's long term financial planning to ensure fiscal health. Reviews revenues and expenditures, and investigates anomalies. Assists in updating forecasts maintained in the Finance Department. Supports rate model updates in other departments.

- Participates in development of the biennial budget including overall compilation with the rest of the Finance Department team. On an as needed basis, supports ongoing monitoring of the budget by performing staffing analyses, coordinating budget adjustments, and monitoring financial activity to ensure compliance with legal spending authority. Provides additional oversight and support for development of the Public Works Department budget, or other departments as assigned. Coordinates capital budgets with established capital improvement plans for all departments.
- Provides general oversight on development of the City's Capital Improvement Plan. Collaborates with department directors and designated staff to update the Plan document. Monitors user charges, grants, loan proceeds and other resources to ensure adequate funding for capital projects. Implements and oversees capital project tracking systems.
- Supports development of the Comprehensive Annual Financial Report and financial reports. Prepares year-end audit work papers and performs procedures necessary to ensure the integrity and quality of financial records. Applies Generally Accepted Accounting Principles to ensure accounting records and financial reports are in compliance with Government Accounting Standards and other accounting rules and regulations. May assist with the preparation of month-end financial reports.
- Develops, monitors and updates cost allocation plans to support internal service charges. Provides cost of service information for internal and external customers for special projects and events.
- Participates in the issuance of long-term debt to support City projects. Gathers information for investors including support for official statements. Monitors ongoing debt compliance with Federal, state, local and contractual requirements.
- Participates on the City's Emergency Operations Center Finance Section. In an emergency event or an officially declared state of emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Acts as a liaison and technical resource to internal and external contacts. Exhibits a high level of professional customer service when responding to citizen inquiries. Represents the City in professional and community meetings.
- Exhibits leadership to fellow employees. Serves as a model for accomplishing department goals. Supports an environment where employees are focused on producing excellent results. Provides general leadership and support to the Utility Customer Service team on special projects.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

- Principles, practices, and standards of governmental finance;
- Research methods and techniques;
- Financial and statistical analysis techniques;
- Municipal budgeting principles;
- Generally Accepted Accounting Principles;
- Auditing principles and practices;
- Account preparation, review, and control methods;
- Account reconciliation methods;
- Principles and practices of treasury and debt management;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Grant and/or contract management principles and practices.

▪ Abilities

Ability to apply established accounting principles and procedures to a variety of financial applications

that are not typically covered by regularly available written procedures, well understood policies, standards, laws, or manuals. Ability to independently recognize problems and develop solutions. Ability to analyze data from various sources and draw logical conclusions. Ability to prepare and maintain accurate reports and records. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships with co-workers, customers, and the general public.

▪ **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of a sedentary nature. Requires sufficient ambulatory ability to move about an office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe multi-dimensional physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to perform desk and counter work.

▪ **Education and Experience**

Any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. The position typically requires a Bachelor's Degree in Accounting, Business or related field and at least five years of progressively responsible experience. A Certified Public Accountant Certification or Master's Degree is preferred.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.