

## **FINANCIAL ANALYST - 076**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible professional work in the maintenance and preparation of financial records; does related work as required.

### **EXAMPLES OF WORK**

Establishes and maintains accounts and records for central fiscal control or specialized agency activities; prepares journal entries for posting; maintains ledgers; reviews and analyzes accounts, funds, records, financial statements and fiscal procedures; assists in the preparation, analysis and review of estimate of revenue, reimbursement, expenditures and other accounts; assists in the analysis and verification of financial reports and statements; gathers data for and prepares a variety of complex financial reports; supervises the financial affairs of a municipal office or department; assists in the fiscal administration of special grants, funds and employee benefit programs; assists with City-wide budget preparation and evaluation; provides technical assistance to staff and subcontractors.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in accounting or a related field and some experience in accounting in the public sector.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of the theory, principles, methods and practices of accounting; comprehensive knowledge of the laws, ordinances and regulations governing municipal financial matters; comprehensive knowledge of modern office methods, practices and equipment; ability to prepare complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to plan and supervise the work of professional and clerical employees; ability to establish and maintain effective working relationships with others; ability to express technical ideas effectively orally and in writing.