

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Financial Analyst
FUNCTIONAL AREA: Financial Management Department

WORK OBJECTIVE:

Performs specialized and professional accounting work involving complex/detailed financial analyses for a variety of programs. An employee in this class performs detailed analysis work supporting the objectives of the Financial Management Services departmental financial management systems, and the maintenance of a central data base information. Work is performed within established policies; however assignments are performed with independence requiring the exercise of sound judgment and initiative. Assignments are made orally or in writing and work is reviewed through observation of results obtained, conferences and periodic reports or evaluations

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Prepare and maintain program accounts and related activities for the production of fiscal statements and reports; analyze, prepare and submit financial statements and reports such as budget statements and reports.
- Prepare and maintain records of amounts owed and ensure prompt payment of invoices; process and verify invoice coding of expenses, prepare vouchers and issue reimbursement checks.
- Review and analyze submitted budget requests and prepare preliminary budget reports.
- Prepare and maintain records of accounts receivable, including receipts, claims and overdue invoices; compute interest charges, processing of refunds, and related items.
- Performs technical fiscal studies, analyzes acquired data and recommends course of action.
- Participates in monitoring changes in policies, procedures and laws in order to identify areas of financial impact.
- Provides analytical and administrative assistance in the development and implementation of efficient financial management systems and procedures that are in compliance with all applicable laws, rules and regulations.
- Participates in providing technical assistance for preparation and presentation of the annual budget.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Business, Accounting, Finance, or related field; supplemented by one (1) to two (2) years of professional experience in accounting, auditing, accounting systems, budgeting and financial management in a large and diverse entity; or an equivalent combination of education, training, and experience.

Financial Analyst

Knowledge, Skills, & Abilities –

Working knowledge of generally accepted accounting principles, preferably in a city government environment.

Working knowledge of budgeting principles and terminology.

Knowledge of financial reporting practices.

Ability to organize and present clear and concise oral and written reports.

Ability to analyze trends from detailed records and factual materials.

Ability to operate a computer, knowledge of Word 6.0 or higher and Excel.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.