

## CITY OF CORAL SPRINGS Classification Description

---

**CLASSIFICATION TITLE:** Senior Financial Analyst  
**FUNCTIONAL AREA:** Financial Services Department

---

### WORK OBJECTIVE:

This is professional work conducting both technical and fiscal complex analysis with responsibility for participating in a wide range of financial, administrative and analytical activities including fiscal impacts, financial reporting, systems analysis and resource debt management. An employee in this class performs detailed analysis work supporting the objectives of Financial Services to improve departmental financial management systems, the establishment of a central data base of overall financial and economic information, the development of specialized user-oriented management reports and the coordination and evaluation of alternative financing methods for the City. 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.

- Provides professional fiscal assistance in the preparation of the quarterly Financial Review, a report prepared in accordance with economic, budgetary and financial consideration.
- Performs complex 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.

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

Bachelor's Degree in Business, Accounting, Finance, or related field; supplemented by three (3) to five (5) 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.

#### **Knowledge, Skills, & Abilities –**

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

## **Senior Financial Analyst**

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). Tasks may involve extended periods of time at a keyboard or workstation.

### **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.