

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST II - 1029

DEFINITION:

Under direction, to perform difficult and responsible professional budgetary, financial, and accounting analysis related to Citywide budgetary control and accounting tasks; to perform financial analysis and financial statement preparation work; to work with systems and applications related to budgetary and accounting operations; to plan and analyze financial systems and forecasts; to monitor internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Finance Analyst series. Incumbents in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the budgetary and accounting procedures and policies of the Department of Finance. Positions classified at this level may be underfilled with the classifications of Accountant Trainee, Administrative Aide II, Management Trainee, or Finance Analyst I in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and participates in preparing and monitoring Citywide budget, accounting, and financial analysis/work;
- Analyzes, reconciles, and prepares a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Prepares revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Reviews Organizational Management (OM) documents;
- Directs the input and updating of data contained within SAP financial modules;
- Participates in the analysis of City budgetary/fiscal policy changes;
- Evaluates and documents accounting systems, business processes, and internal controls and provides general guidance to City staff;
- Reviews, analyzes, maintains, and makes recommendations on policies, Citywide internal controls, and related system procedures;
- Prepares budgetary and financial reports such as balance sheets, cash flow analyses, and operating and budgetary statements;
- Responds to staff and outside agency inquiries relating to budget, accounting, and other financial matters;
- Reviews posted revenue and expenditures in funds for accuracy as well as compliance with Municipal Code requirements;
- Reviews financial data for departments prior to the release of external reports;

* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

- Analyzes financial data to prepare projections, calculations, reconciliations, and/or allocations;
- Researches and analyzes variances in revenue, expenditure, or balance sheet accounts and notes discrepancies and provides recommendations;
- Assists Auditors with questions and/or requests on various audits and accounts;
- Reviews, develops, and prepares Citywide budget and monitoring reports;
- Provides fiscal guidance to City departments;
- Processes accounts payable and/or payroll and researches and resolves related issues for the City and SDCERS;
- Makes labor cost projections for the meet and confer process of the City;
- Monitors and reviews internal controls over financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules;
- Prepares narrative reports on specialized financial subjects.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** two years of full-time professional-level experience in the preparation of financial statements, administration, analysis, and development of budgets, and/or work of comparable complexity in the areas of Accounting, Finance, and/or Economics. Qualifying experience must include collecting financial data for one or more of the following purposes: to make financial or economic projections; research to develop/justify budgets and/or long term financial plans; to prepare financial statements; to reconcile/balance accounts; and/or to provide information for policy/business decisions or internal financial control recommendations; **OR** successful completion of 60 semester/90 quarter college units, **AND** four years full-time professional-level experience as described above.