

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
FINANCE ANALYST IV - 1031

DEFINITION:

Under direction, to plan, assign, and supervise the work of professional staff in the Department of Finance responsible for performing professional budgetary, financial, and accounting analysis related to Citywide budgetary control and accounting tasks; to perform and review complex and sensitive budgetary and financial work; to plan, analyze, and install modifications in financial systems; to monitor, recommend, and implement internal controls related to financial reporting; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the supervisory classification in the Finance Analyst series. Incumbents in this classification serve as a first-level supervisor over professional staff in a section within the Department of Finance which prepares and monitors the entire City budget, the Comprehensive Annual Financial Report, and various other financial reports.

*** EXAMPLES OF DUTIES:**

- Plans, organizes, and supervises the preparation and monitoring of the Citywide budget, accounting, and financial analysis work;
- Analyzes and reviews a variety of financial statements, data, and information; the State Controller's report; and other financial reports;
- Reviews revenue and expenditure projections;
- Reviews, analyzes, and certifies funds available for fiscal actions submitted for Mayor and City Council approval;
- Directs the input and updating of data contained within SAP financial modules;
- Coordinates analysis of City budgetary/fiscal policy changes;
- Evaluates financial internal controls and provides general guidance to City staff;
- Reviews, analyzes, maintains, and makes recommendations on policies, Citywide internal controls, and related system procedures;
- Reviews budgetary and financial reports and 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 release of external reports;
- Analyzes and/or reviews 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;
- Coordinates payroll processing for the City and SDCERS;

*** 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.**

- Reviews, revises, and approves budget and financial analyses submitted by City departments;
- Confers with and makes presentations to department management, internal staff, City Council, Council Committees, and outside agencies regarding fiscal policy, budget issues, and other financial matters;
- Coordinates the preparation of budgetary and financial reports and accounting transactions;
- Prepares and/or reviews various financial reports;
- Reviews, develops, and prepares the Citywide budget and monitoring reports;
- Coordinates and/or processes accounts payable and/or payroll;
- Makes and/or reviews labor cost projections for the meet and confer process of the City;
- Reviews payroll processes, taxes, and W2's;
- Recommends and implements internal controls over financial reporting;
- Monitors and reviews segregation of duties in the City's SAP financial modules;
- Reviews narrative reports on specialized financial subjects;
- Plans, assigns, trains, evaluates, and supervises the work of professional staff.

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** four 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** six years full-time professional-level experience as described above.