

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: PRINCIPAL FINANCE ANALYST

PERSONNEL COMMISSION APPROVAL: OCTOBER 21, 2020 (Revised)

COUNCIL APPROVAL: DECEMBER 19, 2018

MARCH 4, 2019

JOB CODE: 0896

EMPLOYMENT STATUS: REGULAR FULL-TIME

UNIT REPRESENTATION: MEO

FLSA STATUS: EXEMPT

EEOC CODE: PROFESSIONALS

JOB SUMMARY

Under general direction, performs difficult and complex professional-level financial analysis requiring advanced knowledge and competency in various financial functions such as accounting, budgeting and financial planning; supervises the activities of assigned personnel and provides responsible staff assistance to the Finance Manager or Chief Financial Officer/Assistant Chief Financial Officer.~~in budget administration and procurement services.~~

SUPERVISION RECEIVED AND EXERCISED

Reports to: Finance Manager or as designated by the Chief Financial Officer/Assistant Chief Financial Officer

Supervises: Professional, technical, Senior Finance Analyst, Buyer, and other administrative support staff

DISTINGUISHING CHARACTERISTICS

This is professional/supervisory level classification in the Finance Analyst series. It differs from Senior Finance Analyst in that Principal Finance Analyst is a first-line supervisor over assigned staff in Finance and performs the most difficult and complex analysis~~budget and procurement~~ while the Senior Finance Analyst is responsible for performing advanced-journey level financial, research, and analytical duties in support of the City's overall accounting, budget and financial preparation and reporting processes.

EXAMPLES OF ESSENTIAL DUTIES

- Performs professional tasks in support of the City's financial management operations;

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- prepares a variety of complex analyses involving revenue and expenditures, payroll, accounts payable, accounts receivables, budget, and treasury operations.
- Assigns, monitors and supervises the work of subordinate staff involved in performing accounting, budget, treasury, and financial analysis; participates in the selection and hiring of personnel; conducts performance evaluations and recommends merit step increases; assesses disciplinary action when needed; provides and/or recommends training
 - Leads the preparation, implementation, monitoring and evaluation of capital improvement plans and budgets; monitors and updates operating and capital budget adjustments and funding changes; reviews CIP requests for financial compliance~~budget revenues and expenditures~~
 - Oversees the coordination of the master fee schedule
 - Prepares and analyzes highly complex and sensitive budget requests, policy proposals, and financial reports, including reports regarding the City's long-term obligations, revenue forecasts and expenditure trends
 - ~~Supervises the City-wide procurement activities, including the purchase of City-wide goods, services and office supply orders~~
 - ~~Maintains the list of qualified vendors and coordinates the competitive bidding process~~
 - ~~Manages the procurement card, leasing, equipment replacement, professional services, fuel management and copy machine programs~~
 - ~~Assists City departments with compliance of contract administration and procurement policies and procedures~~
 - ~~Oversees the reprographic and mail operations contract for printing services and the daily collection, sorting, metering, and delivery of mail to and from all City departments~~
 - Assists in the preparation of ~~Prepares~~ a variety of complex financial analyses, forecasts, and reports, including the annual budget, Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR)
 - Develops presentations to help summarize budget results, financial reports, forecasts and trends in a comprehensive and easy-to understand format~~utilizing computer software and other projection tools~~
 - Conducts analysis of proposals; identifies issues and opportunities; assists with the development of alternative scenarios to improve service levels or revenues and lower costs~~Recommends options and practices to reduce costs and increase revenues~~
 - Conducts reconciliations and analysis of fiscal transactions to ensure compliance with municipal codes and policies, and federal and state laws, rules and regulations
 - Assists in the preparation and administration of grant finances, including the coordination of grant audits and response to audits
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 - Conducts and coordinates special research studies and projects as assigned
 - Researches, reviews, analyzes and follows-up on legislation related to revenues,

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expenditures, and general governmental financing

- Explains relevant accounting guideline to departmental staff; Ensures compliance with state and federal guidelines responds to questions, provides information and support to departments
- Prepares journal entries and reconciliations for complex accounting transactions such as debt issuance and refunding, capital assets acquisition and related transactions and municipal codes and charter
- Collaborates with other department personnel to achieve optimal departmental and city-wide performance and outcomes
- May supervise and participate in the administration of the City-wide procurement activities, accounts payable, payroll, business license, or other finance activities including the purchase of City-wide goods, services and office supply orders; may maintain the list of qualified vendors and coordinate the competitive bidding process
- May manage the procurement card, leasing, equipment replacement, professional services, fuel management and copy machine programs and assist City departments with compliance of contract administration and procurement policies and procedures
- May oversee the reprographic and mail operations contract for printing services and the daily collection, sorting, metering, and delivery of mail to and from all City departments
- May supervise and participate in the administration of the City's banking and safekeeping programs
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- Works various hours, including nights and weekends as deemed necessary by manager to conform with changing priorities and meet deadlines
- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related duties as required

The preceding duties have been provided as examples of the essential types of work performed within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Federal, state, and local laws, rules, and regulations governing municipal finance, budgeting, and financial reporting, and procurement

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- Advanced Financial management concepts, applications and contemporary modeling methods related to revenue and expenditure projections
- Modern and complex Principles and practices of financial record keeping, report writing, and project management
- Computer technology and software related to financial analysis, modeling, data management, and manipulation
- If assigned, Principles, methods and procedures of purchasing goods, supplies and services for a public agency, including the competitive bid process; commodity markets, marketing practices, and commodity pricing methods
- Advanced Research methods, report writing techniques, and statistical concepts and applications
- ~~Principles and techniques of project management~~ Advanced principles, practices, and applications of public agency financial analysis
- Principles and practices of modern public administration, including planning, organizing, communicating, staffing, leading, and controlling projects and staff
- English usage, grammar, spelling, vocabulary, and punctuation
- Principles of supervision, training and performance evaluation
- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff

Ability to:

- Plan, organize, administer, coordinate review and evaluate the activities of a comprehensive public agency financial work unit
- Perform the most complex and extensive budget and financial analyses, reports and projections
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, best budget practices, budgets, and labor/management agreements
- Analyze proposed capital, personnel, operating and maintenance expenditures; manage the tracking and monitoring of budget expenditures, including contracts
- Prepare multi-year financial historical and forecast models
- Plan, organize, prioritize, delegate and coordinate work to completion in a timely manner
- Communicate effectively orally and in writing
- Exercise judgment and creativity in making conclusions and recommendations
- Exercise independent judgment in managing workload demands and priorities
- Collaborate and deal constructively with conflict to develop consensus
- Analyze and evaluate complex revenue, collections and administrative problems and develop and implement effective solutions
- Read and interpret complex laws and regulations impacting City financial activities
- ~~E~~ Establish sources of supply, product and vendor information

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- Analyze problems, identify alternative solutions, project consequences of proposed actions
- Prepare and present complex narrative and financial reports
- Make public presentations calmly and professionally
- Manage complex projects, on time and within budget
- Establish and maintain cooperative working relationships with those contacted in the course of work, including superiors, peers, subordinates, and the public
- Manage and direct staff to ensure professional work standards are met and quality customer service is delivered
- Meet critical deadlines; make decisions under pressure

Education: A Bachelor's degree from an accredited college or university in Accounting, Economics Finance, Business, Public Administration or other closely related field. A Master's degree, Certified Public Accountant (-CPA), and/or Certified Government Financial Manager (CGFM) is preferred/highly desirable.

Experience: Four (4) years' increasingly responsible professional level governmental financial management, accounting, budgeting or auditing experience, with an emphasis in business and revenue operations activities, including one (1) year in a senior capacity or as supervisor of professional-level finance staff for a municipality or other public sector entity.

Certificates/Licenses: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must be able to meet the physical requirements of the job class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

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Work is performed in a general office environment, requiring sitting for prolonged periods of time; standing and walking to retrieve work files or to other departments or office locations; leaning, bending and stooping to perform work behind a desk or to retrieve information; pushing, turning or twisting to move chair or body from desk; reaching to place or retrieve files or open file drawers or cabinets; light grasping to hold a writing instrument or documents; firm grasping as needed to lift and carry work files or operate office equipment; finger dexterity to type on a computer keyboard; and, hearing and speaking to answer the telephone or answer questions of co-workers and subordinates. Work may necessitate some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 3/2019 JD
Rev. 6/2020 PA