

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
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City of Alameda  
 Approved by P.U.B.  
June 18, 1990  
 Approved by C.S.B.  
September 5, 1990  
 Code No. 7440

## FINANCIAL ANALYST

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### DEFINITION

Under direction supervises and performs professional financial planning, budgeting, and cost control assignments and performs other related work as required.

### EXAMPLES OF DUTIES

1. Prepares or directs the preparation of annual budgets.
2. Monitors and evaluates the annual operating, capital projects and cash budgets, etc.
3. Develops, implements and monitors performance indicators.
4. Coordinates preparation of long range financial plans.
5. Prepares financial analyses and multi-year forecasts of various segments of the Bureau's financial elements.
6. Recommends alternative financial and/or budgetary elements.
7. Conducts and coordinates internal reviews of various budget elements and advises on their needs and justifications.
8. Monitors and reports on project expenditures.
9. Coordinates daily responsibilities of the treasury function.
10. Acts in coordination with the Accounting Section.
11. Supervises, trains and evaluates assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in accounting, business administration or a related field.

Experience: Five years of responsible experience in financial accounting work (preferably in governmental accounting) at least 2 years of which shall have been in a supervisory capacity.

#### Knowledge

Demonstrated extensive knowledge of financial planning, financial records, utility accounting practices and budget preparation and control.

#### Ability

Ability to effectively assess, develop, implement and maintain financial plans and control systems; perform complex statistical work with speed and accuracy; establish and maintain accurate records; interpret and analyze information; prepare and present studies and reports in both written and oral form; set priorities and meet deadlines; communicate effectively; establish and maintain effective working relations with employees and the general public and supervise; train and evaluate assigned staff.

#### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.