



Code: 0134

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Auditing

CLASS TITLE: FINANCIAL ANALYST

CHARACTERISTICS OF THE CLASS

Under general supervision, performs complex financial analysis of fiscal/cost data for City programs and services, and performs related duties as required

ESSENTIAL DUTIES

- Researches current and historical revenues and expenditures, identifies trends, and prepares fiscal projections
- Analyzes debt, fiscal liabilities, and operational costs and prepares budget estimates
- Conducts cost/benefit analyses of current and proposed programs and operations and recommends financial controls to improve cost efficiencies
- Formulates rate structures and calculates various fees for departmental programs and services
- Audits financial documents to ensure entries are accurate, appropriately allocated to accounts, and comply with contract and funding guidelines and documents errors and reconciles accounts, as required
- Conducts audits of contractors' billing statements and service records to reconcile payments and to ensure charges are accurate and in accordance with contract provisions
- Evaluates bid proposals submitted by private contractors and identifies the most cost effective proposal
- Prepares fiscal reports
- Reviews records regarding various programs and operations (e.g., benefits, invoices, work orders) to ensure accuracy and prepares summary reports
- Searches the Internet, departmental databases, and external resources to obtain pricing data for proposed services

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Accounting, or a directly related field, plus one year of work experience in the analysis of financial records

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- generally accepted accounting and auditing principles, methods, practices, and procedures
- *applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
- budget preparation and management methods, practices, and procedures
- *applicable financial analysis and reporting principles, methods, practices, and procedures

Some knowledge of:

- City tax ordinances and requirements
- *applicable mathematical principles and applications, including statistical analysis
- financial management principles, methods, practices, and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: May, 2011