

FISCAL ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Fiscal Analyst performs professional-level fiscal analysis, research, accounting, forecasting, supervisory, and budget-related work involved with related financial and budgetary systems. This class plans, coordinates, monitors, and supervises staff responsible for the functions and activities related to the preparation and administration of capital and operating budgets. An employee of this class is responsible for: supervising and managing the daily operation of a program, section or work unit; developing effective programs and procedures; providing direction and instruction to assigned staff; evaluating staff and program performance; preparing and supervising the preparation of periodic and non-recurring financial reports; and ensuring compliance with professional standards and contractual, legal, and policy provisions. Work also involves identifying and resolving operational problems; establishing program, section, or work unit objectives, priorities and work schedules; coordinating the timely accomplishment of program activities; and preparing and administering the department and/or (large) unit budgets. Work requires the exercise of considerable initiative and independent judgment in applying accounting principles and information systems analysis concepts to specific accounting and financial systems and program determinations and recommendations. This class is responsible for performing related duties as required.

Arts and Culture/Mesa Arts Center Assignment: Performs professional-level budget program direction, accounting, fiscal analysis of department expenses and revenues, and financial reporting for enterprise fund businesses within the Arts and Culture Department. Responsibilities include: developing strategies and methods for improved tracking and departmental performance measures; utilizing comparisons with benchmark communities to evaluate direct/indirect costs of services provided by the department; assist and or oversee the annual updating of the budget for the department, including identifying new and ongoing operation's needs; coordinating the linking of operations budgets with Capital Improvement Projects (CIPs) approved for completion during the budget period; comparing budgets with actuals to identify significant trends, variations or areas of concern and provide reports of significant variations to management when necessary; direct the procurement process for the department to ensure compliance with City policies and procedures; assist with performing internal audits to improve fiscal responsibility; assist with department training as needed in the financial areas of budget, purchasing and cash handling; complete and oversee show event settlements; provide financial reports and tracking for grant requirements; provide, organize, and update as needed department structure for financial management; assist with the development of department financial policies and procedures; direct the preparation and administration of the operational and capital project budget for all department business operations; providing management with financial reports and analysis as needed for department managers, City Manager's Office, City Council, or others; working with business units to determine funding available for equipment and purchases; and managing financial aspects of projects for the department. Other work activities may include benchmark surveys, completion of annual report information for various internal and external organizations; assist with the development of financial performance measures; act as counsel and guide to financial staff and Directors of the Arizona Museum of Natural History and the i.d.e.a. Museum. Coordinate cooperative activity and information sharing across financial and management staff in Arts and Culture Department. This class performs related duties as required.

Community Services (Federal Grant Programs) Assignment: Performs professional-level fiscal analysis, grant research, accounting, budget coordination/preparation, and administrative work relating to federal grant programs for the Housing and Community Development Department. The Housing and Community Development Fiscal Analyst is required to adhere to the rules and regulations established by the Department of Housing and Urban Development (HUD): Housing Choice Voucher (HCV) Program and Mainstream Voucher Program, Family Self-Sufficiency (FSS) Program, Community Development Block Grant (CDBG), Home Investment Partnership (HOME) Program, Emergency Shelter Grant (ESG) and any new funding awards. Responsibilities include assisting the Senior Fiscal Analyst, Housing and Community Development Director, and other high-level management personnel with accounting, budget coordination, financial report preparation, auditing, fiscal record management, administrative work; communication and training of grant fiscal requirements, reviewing and verifying data, forms, and invoices for accuracy; developing financial controls for systems and processes; creating and managing comprehensive databases and spreadsheets to provide department reports; creating special reports for management; analyzing and monitoring expenditures; researching problems and communicating with the Financial Services Department; and reconciling revenues. Overseeing the generating and processing of payments and checks for Voucher Program landlords and participants; coordinating the check run process by preparing and compiling check run documentation/data and providing fund transfer information to the Accounting section as well as reconciliation reports; assisting in the preparation of year-end HUD statements, yearly budgets, 1099 data and submitting documentation through the Real Estate Assessment Center (REAC) as required by HUD; submitting quarterly lease and expense information to HUD through REAC. Duties also include overseeing the final financial review of Community Revitalization annual CDBG and HOME contracts, as well as financial review of sub recipient projects and contracts. Overseeing the process of preparing and submitting financial data for the annual performance report on federal funds, which defines and justifies the year's expenditures and yearly achievements for the HUD; and overseeing the final financial data for the CDBG annual plan and 5-year plan. Work also involves identifying and resolving operational problems; establishing section or work unit objectives, priorities and work schedules; coordinating the timely accomplishment of section or work unit activities; and preparing and administering the department budget. Additionally, the Fiscal Analyst keeps the Senior Fiscal Analyst and Housing and Community Development Director informed in a timely manner of events impacting the department. This position has oversight and supervision of personnel in the areas of contracts, accounting, and budgeting; provides development, cross training of grants, and grant education to staff; and monitors employee performance. This class performs related duties as required.

Energy Resources, Water Resources, and Environmental Management & Sustainability

Assignments: Performs complex financial analysis of program operating results and changes in financial position. Partners with program managers and activity managers to deliver safe, reliable, and economical services. Supervises the work of professional and/or clerical staff, including Geographic Information System (GIS) staff responsible for developing and performing complex spatial analysis and multiple database queries (***Environmental Management & Sustainability Assignment***). Develops and maintains cost accounting and biennial budget models for respective program. Controls costs-by-cost account function, project, work order, and department. Controls the authorization and delegation of funding among work groups using a master list of program cost accounts (***Energy and Water Resources Assignment***). Controls capital assets using property units to integrate property accounting records with geographical information and asset management systems. Forecasts utility rate, service fee, and other sources of revenue. Estimates capital cost for constructing new facilities and replacing existing

facilities/infrastructure. Estimates operating, maintenance, and repair costs. Revises revenue and expense budgets as required using current operating plans and estimates at completion. Develops and maintains the financial reporting models for respective program. Prepares monthly financial statements about program operating results and capital investments. Presents financial information at program reviews. Investigates the root cause of variation between planned and actual performance. Conducts ad hoc research and analysis to improve program management. Uses quantitative analytical techniques and written reports to communicate results. Distributes financial information among stakeholders. Supports MesaStat and other program reviews. Develops and maintains cost models and/or CIP reporting models for respective programs. Tracks planned and actual costs from project inception to completion. Allocates cost estimates among project milestones and phases. Estimates the financial impact of annual cost variances. Reports the root cause of variation between planned and actual performance in coordination with the Budget/CIP office. Adjusts project and work order budgets in the cost accounting system to manage change in program priorities and funding. Optimizes the performance of administrative services provided to respective programs. Facilitates communication among staff members using team building, staff meetings, and other activities. Creates performance metrics for administrative tasks and establishes standard work processes for billing, purchasing, accounts payable, petty cash, and accounting (*Energy and Water Resources Assignments*). Develops new business processes as required to improve customer service. This class performs related duties as required.

Fleet Services Assignment: Performs professional-level budget preparation, analysis, coordination, and administrative work in the Fleet Services Department including professional fiscal analysis and research duties in support of the preparation and administration of capital and operating budgets. Responsibilities include: working with the Director and other high-level management personnel to both capital project and operating budget needs; coordinating and participating in presentations to the City Manager's Office; working with the Fleet Focus Software System, and the Vehicle Allocation Report to develop annual vehicle and equipment replacement recommendations; working with the Budget Office on vehicle annual additions, and program funding set up; selecting, computing, and summarizing information from general ledger reporting system into department expenditure reports, and conveying results; overseeing the review and approval process for all vehicle purchase related electronic payments and purchase orders, and approving invoices of payments; supervising the receivables, and coordinating Fleet's fiscal operation with both the Finance Department and the Office of Management and Budget; preparing budget and miscellaneous reports, procedures, and training on department budget processes, as well as coordinating and monitoring departmental budget appropriations and expenditures; advising appropriate management of overruns requiring attention; working with vehicle accident documents and invoices; and working with all departments on their vehicle and equipment purchases. This position also supervises the Fiscal section in the Fleet Services Department including professional and paraprofessional staff.

Parks, Recreation and Community Facilities Assignment: Performs professional-level budget program direction, accounting, fiscal analysis of department expenses and revenues, and financial reporting for enterprise fund businesses within the Parks, Recreation and Community Facilities Department. Responsibilities include: developing strategies and methods for improved tracking and departmental performance measures; utilizing comparisons with benchmark communities to evaluate direct/indirect costs of services provided by the department; assist and or oversee the annual updating of the budget for the department, including identifying new and ongoing operation's needs; coordinating the linking of operations budgets with Capital Improvement Projects (CIPs) approved for completion during the

budget period; comparing budgets with actuals to identify significant trends, variations or areas of concern and provide reports of significant variations to management when necessary; direct the procurement process for the department to ensure compliance with City policies and procedures; assist with performing internal audits to improve fiscal responsibility; assist with department training as needed in the financial areas of budget, purchasing and cash handling; provide, organize and update as needed department structure for financial management; assist with the development of department financial policies and procedures; direct the preparation and administration of the operational and capital project budget for all department business operations; providing management with financial reports and analysis as needed for department managers, City Manager's Office, City Council, or others; working with business units to determine funding available for equipment, and purchases; and managing financial aspects of projects for the department. Other work activities may include benchmark surveys, completion of annual report information for various internal and external organizations; assist with the development of financial performance measures; serve as the Senior Fiscal Analyst in his/her absence. This class performs related duties as required.

Transportation Assignment: Performs and supervises professional-level work related to the financial management and fiscal analysis of expenditure and revenue data, accounting and budget research, management of the financial element of the 25-Year Transportation Plan, monitoring regional, state, and federal transportation funds, and overseeing the Transportation Department budget process. Duties performed include planning, coordinating, and administering financial expenditure tracking and forecasts, resolving accounting and budgetary issues for both capital and operation transactions, maintaining and implementing accounting and budgetary financial systems, preparation of the department's operational budget, and monitoring expended capital and bond funds related to Transportation's CIP. This position will also be responsible for developing, modifying, and monitoring performance measurement tools including updates to City management, the Transportation Advisory Board, and the City Council. This position currently serves as a City representative on the Light Rail Financial Advisory Group, as well as the Transit Financial Oversight Committee. Additional duties include: gathering, analyzing, and making recommendations on local, state, and federal revenues; identifying financial resources required to meet defined infrastructure needs; planning and participating in audits; and conferring with Transportation Department management staff concerning projected costs and revenues. Supervisory responsibilities include overseeing professional staff which includes supervising and managing the daily operation of a section or work unit and all its related duties which includes establishing objectives and priorities, developing effective accounting and budgetary processes and procedures, ensuring compliance with accounting and auditing standards with regards to contractual and intergovernmental agreements, reviewing the monthly financial reports prepared, providing direction and instruction to assigned staff, and evaluating staff performance as part of the fiscal management process. This class performs related duties as required.

Distinguishing Features: The assignments of a Fiscal Analyst are broad in scope and require the use of independent judgment and initiative in making difficult technical, financial, budget, fiscal analysis, and supervisory decisions. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public or Business Administration, or a related field. Five years of full-time professional-level work experience in budget preparation, accounting, financial cost analysis, or closely related financial/fiscal activity. Considerable (3 - 5 years) experience utilizing computerized or personal computer (PC) based financial systems.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire or promotion date (*by assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Certified Public Accountant (CPA) Certificate preferred. At least one year of experience with a transportation-related agency performing financial analysis is preferred (*Transportation Assignment*). Experience with federal grant programs, preferably HUD: Housing Choice Voucher and Mainstream Voucher programs, CDBG, and HOME programs is highly desirable (*Community Services Assignment*).

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Conducts training sessions for department managers and program managers regarding budget preparation, project analysis, use of financial reports and forms, tracking expenditures, work order preparation, cost system, and specific program requirements. Prepares check run registers, stop payment requests, positive pay transmittal, accounts receivable invoices, HUD budgets, HUD year-end financial statements, HCV Family Self-Sufficiency escrow account spreadsheets, and monthly financial data reports with clearly organized thoughts, proper grammar, and appropriate accounting principles in order to comply with City and HUD regulations and policies. Oversees and performs instruction and training of others regarding federal regulations. Interacts on a regular basis with representatives from all departments related to CIP budgets, bid results, contract issues, etc. Meets with program managers and pertinent staff members to determine current CIP needs. Prepares written documents such as the Program Budget Overview, the Department/Unit Budget Overview, and cash flow projection reports. Communicates with the City Council, general public, consultants, other City employees, vendors, management, and others in order to successfully determine the present and future needs of the department/unit. Makes oral presentations to present or promote recommendations for the department/unit's budget, operational improvements, decreasing expenses, and generating revenues. Communicates with City management, the Transportation Advisory Board, City Council, the Maricopa Association of Governments (MAG), the general public, employees, consultants, and others to analyze and update the financial element of the department/unit Strategic Plan, 25-Year Transportation Plan; projects fiscal needs for Mesa streets, transportation, and mass transit programs; and prepares written reports and cash flow projections, as needed. Prepares and uses financial reports in meetings with department/unit and other City staff. Coordinates with fiscal section of Administration, Finance, and the CIP offices on project programming, transportation financing, and cash flow options.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings, deliver facility deposits, and/or visit off-site employees for business (*by assignment*). Operates a variety of standard office equipment such as a PC, printer, calculator, etc. Operates a PC and enters data in order to prepare written reports, evaluate data, perform calculations, and complete other duties. Enters and oversees the entering of budget data into the City's annual budget database. Prints, distributes, and explains/communicates budget reports from department/unit expenditure/encumbrance database and the City's budget database for department managers and budget staff. Prepares journal vouchers to correct expenditure errors and transfers expenditures to reflect funding changes. Meets scheduling and attendance requirements.

Mental: Selects, computes, and summarizes information from general ledger reporting system into department expenditure/encumbrance reports to be used for expenditure control, tracking, and budget forecasting. Calculates and reviews overhead calculations for department/unit for charge-back to other City departments. Forecasts CIP costs for construction, design, inspection, land acquisition, etc., and summarizes for inclusion in budget submittals, management reports, etc. Analyzes CIP department expenditures, identifies and resolves discrepancies, and verifies contract balances for budget forecasting. Determines CIP department needs/future needs for new projects. Oversees the City's public bidding results for CIPs. Oversees the department/units receivables. Prioritizes own work, and prioritizes and assigns work to staff. Supervises and evaluates the work of subordinate personnel. Plans, organizes, directs, and administers accounting programs and other assigned duties. Supervises and evaluates the work of staff engaged in budget development, performance measurement and revenue, internal auditing, and expenditure estimates. Resolves procedural, operational, and other accounting-related problems by analysis, reviews with involved parties, and develops and evaluates alternatives. Assists in developing department accounting policies and procedures, short- and long-range accounting objectives and other plans, standards, and formats. Plans, organizes, directs, and administers the department/units financial program and other assigned duties. Supervises and evaluates the work of subordinate staff engaged in budget development, performance measurement, and revenue and expenditure estimates. Oversees the development of department accounting policies and procedures, short- and long-term financial objectives and provides assistance with other plans, standards, and formats. Conducts research into a variety of financial or administrative concerns and problems, and/or analyzes data in order to prepare viable recommendations for action.

Knowledge and Abilities:

Knowledge of:

City of Mesa's budgeting process and procedures;
procedures and policy for public works contract preparation;
procedures and policy for public works project bidding;
principles and requirements for contractor licensing;
principles and practices of public works management;
principles of supervision;
generally accepted accounting, auditing, budgeting, finance, and accounts receivable principles and procedures;
procedures, methods, and forms associated with automated accounting systems;
information available in various sections of the City's accounting system;

economic analysis principles applicable to the budget process;
PC software for spreadsheet and database applications;
statistical analysis principles and methods applicable to the budgeting process;
City of Mesa's overall system of accounts, funds, bonds, and revenue sources;
principles and practices of public administration and government organization;
state and federal grants, and funding sources;
research methods and techniques as applied to financial analysis and planning;
cost accounting procedures and practices, and their relationships to program budgeting;
government and service contract requirements;
principles, practices, and methods of supervision;
finance principles and practices related to transportation funding;
HUD programs and CDBG/HOME program regulations/requirements;
general accounting and reporting principles and related methods;
statistics applications used in the analysis of revenues, cash flow, and costs;
research methods and techniques;
principles and practices of writing, developing, and operating strategic plans;
box office procedures; and
internal control procedures.

Ability to:

supervise and direct the work of subordinate staff;
coordinate, analyze, and organize the timely completion of department budget forecasts and budget projects and activities;
plan and forecast long-range Capital Improvement Projects;
research and provide assistance to management concerning management reports, disbursement of funds, and the resolution of budget concerns;
perform reviews of files and procedures for compliance to generally accepted auditing practices and principles;
supervise monthly download of expenditure data from mainframe reports for all departments/units;
supervise and administer department receivables for project billings, federal and state grant billings, intergovernmental agreement reimbursements from other agencies, recycling revenues, federal and state grant billings related to Falcon Field Airport, and Parks, Recreation and Community Facilities projects;
review department service agreements/contracts and related payments;
prepare journal vouchers to adjust/correct expenditures to conform to project funding changes, budget adjustments, etc.;
prepare project close-out reports for auditing purposes;
perform reconciliation of various programs, accounts, etc., such as City of Mesa's recycling revenues;
prepare quarterly reports on Falcon Field Airport grants for Financial Services;
participate on, lead, and/or coordinate groups, teams, etc., such as the budget focus group;
apply generally accepted accounting principles and theory in performing work assignments;
maintain concentration on detailed information over an extended period of time when accuracy and speed are important;
design and implement research studies;
develop and analyze revenue requirements for the purpose of establishing adequate fees and charges;
produce written documents with clearly organized thoughts using proper sentence construction,

punctuation, and grammar;
make effective oral presentations;
analyze difficult financial and economic data, and draw logical conclusions;
evaluate and use a variety of computer software;
interact frequently and effectively with senior staff in developing and justifying reports and recommendations;
enter data or information into a PC;
meet deadlines in producing and revising studies as needed;
communicate clearly and concisely, orally and in writing, on technical and non-technical matters;
review department financial activities for purposes of promoting more efficient operations;
prepare financial data for Housing Choice voucher and Mainstream voucher programs;
electronically submit data to HUD;
organize, plan, and forecast long-range financial options of the Mesa Transportation Plan;
perform reconciliation of various transportation funding sources to revenues and expenditures;
design and implement research studies; and
establish and maintain effective working relationships with City officials, coworkers, operating agency staff, management, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/20

TB/ya/kc

CS4535.DOCX (Full-Time)

CS5185 (Grant-Funded)

EEO-Prof

JOB FCTN-FIN

INCREMENTS 43-200

PAY GRADE: 53

PAY GRADE: 53

IND-9410

SWORN-No