

## FINANCIAL REPORTING ANALYST

### JOB DESCRIPTION

**Classification Responsibilities:** A Financial Reporting Analyst is responsible for developing internal and external financial statements and reports; preparing detailed financial records; and reviewing and analyzing current and future reporting needs within the Office of Management and Budget (OMB) and/or Financial Services Department. Duties include creating and maintaining a variety of highly complex internal financial reports and data analysis for the City as a whole, and various City business units and departments. Responsibilities also include using financial accounting software packages, databases, and Enterprise Resource Planning (ERP) reporting tools to develop expenditure, revenue, receivable, payable, and reconciliation reports. Incumbents also prepare financial statements, notes to the financial statements, and budget and statistical schedules related to the compilation of the Comprehensive Annual Financial Report (CAFR), Annual Budget Books, etc.

The Financial Reporting Analyst also analyzes, evaluates, and interprets data concerning an organization's financial stability, as well as current and future financial trends. This may also involve responsibility for assisting organizational accounting and/or budget professionals with other monthly, quarterly, and yearly closing reports, as well as posting general ledger and journal entries. Other duties include responsibility for developing and providing training to staff in various departments, teams, and business units with responsibility for financial reporting; establishing guidelines and controlling changes to official and standard financial reports and reporting environments; and participating in projects and/or leading small- to medium-scale reporting projects and activities. Financial Reporting Analysts may have primary duties in one assignment but are expected to assist with report development and analysis across all City areas.

**Financial Services Department Assignment:** In addition to the above classification responsibilities, the position in the Financial Services Department focuses on the analysis of data and development of reports related to the external CAFR, expenditure and revenue actuals, liabilities, receivables, reconciliation of various accounts and processes, payroll, and grant. Knowledge of Generally Accepted Accounting Principles (GAAP) is required. Data sources are from the City's financial system and human resources system.

**Office of Management and Budget (OMB) Assignment:** In addition to the above classification responsibilities, the position in OMB, focuses on the analysis of data and development of reports related to external budget documents, budget to actuals, financial status, forecast of current year, forecast of multi-year and performance plans including performance measure benchmarks and actuals. Data sources are from the City's financial system, and the City's budgeting system. The data consists of both financial and statistical information.

**Distinguishing Features:** This classification differs from the Accountant II and Budget Analyst positions in that the incumbent spends the majority of their time performing technical duties required to develop and analyze complex accounting/financial and budget reports and documents, versus hands-on financial/accounting or budget duties. Supervision is received from the Deputy Budget Director, Budget Coordinator, Finance Director, or Assistant Finance Director who evaluates work through conferences, meetings, written reports, and overall results achieved. This class is FLSA exempt-professional.

## 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.** Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration/Management, Public Administration, or related field. A minimum of three (3) years of full-time professional employment in accounting, auditing, budgeting, or closely related financial activity, which includes some (6 months – 1 year) direct experience in financial report development and/or data manipulation. A Master's Degree in Accounting, Finance, Business Administration/Management, or Public Administration may be substituted for two (2) years of experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Certified Public Accountant Certificate (CPA) and/or Certified Governmental Financial Manager (CGFM) is highly desirable. Two plus years of experience with tracking financial data (examples: revenues, expenditures, overhead, and cost allocations) is highly desirable. Two plus years of report development experience using SAP's Business Objects and MS SQL is highly desirable. Prior governmental accounting and experience in preparing the CAFR is highly desirable for the position within the Financial Services Department.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, vendors, management, auditors, and public officials in order to acquire, gather/provide information, prepare reports, or resolve and identify problems or required changes and to analyze, design, develop, and coordinate the implementation of solutions. Instructs and/or trains subordinates, professionals, paraprofessionals, accounting staff, or team members assigned to special projects. Prepares technical/support documentation, instructions, project plans, reports, and specifications to communicate with customers, management, team members, and technical users. Presents ideas clearly, both verbally and in writing, to document customer's reporting needs, to share results, negotiate and discuss alternatives, and address problems or conflicts. Prepares written documents such as: quarterly and annual financial and summary reports; accounting statements; spreadsheets; letters and memos with clearly organized thoughts using proper sentence structure, punctuation, and grammar. Works courteously with customers in situations that require tact and diplomacy in order to identify and resolve information-related issues.

**Manual/Physical:** Operates a personal computer (PC), calculator, facsimile machine, and other routine office equipment to produce reports, work papers, and spreadsheets. Enters data or information into a PC to perform research, calculations, and reconciliations, retrieve information from various ERP systems and databases to develop reports and/or extract data, ensure compliance with federal/state and local reporting standards, create written documentation and communication, test reporting software, write SQL queries, complete projects, schedule meetings, research technology, and/or participate or provide training. Reviews the work products of others to ensure compliance with standard operating procedures.

Inspects, monitors, and evaluates information to determine compliance with federal, state, and City guidelines. Resolves procedural, operational, and other work-related problems by analyzing the problem and recommending a resolution or correcting the problem. Develops plans related to project work. Coordinates work activities with other City departments. Meets scheduling and attendance requirements.

**Mental:** Manages and directs the activities of the assigned area of responsibility. Resolves procedural and operational problems by analyzing the problem and taking appropriate action. Performs mathematical calculations, statistical computations, and financial analysis to support assigned functions. Coordinates work activities, presentations, and special projects with other City departments and other agencies. Develops office policies and procedures, and short- and long-term objectives. Conducts research and/or analyzes system-related data to improve system performance; resolve problems, create new operating procedures, and propose changes. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Assists in budget preparation, per assignment. Interprets and ensures compliance with Governmental Accounting Standards Board (GASB) requirements and provides coordination to departments to ensure their understanding and compliance. Comprehends and makes inferences from written materials including: accounting reports, financial statements, audit findings, GASB statements, technical literature, Personnel Rules, articles, memos, and letters in order to ensure correct application to assigned functions. Learns job-related material through on-the-job and classroom training.

**Knowledge, Skills and Abilities:**

Knowledge of:

web-based, database, and spreadsheet applications;  
report design and management;  
data analysis;  
new information reporting and database technologies and procedures;  
project management techniques;  
customer service, quality, and teamwork concepts;  
GAAP and theory, GASB statements, and preparations necessary for CAFR (based on assignment);  
general trends and current developments in public sector (governmental accounting);  
inter-relationships of integrated accounting systems/sub-systems;  
procedures, methods, and forms associated with automated accounting systems;  
information available in various sections of the City's accounting system;  
research methods and techniques;  
project management and control techniques;  
the City chart of accounts and application;  
auditing procedures, office management procedures, and clerical processes;  
the basic principles of employee training;  
policies and operating procedures of the accounting system/sub-system for which responsible;  
interrelationships of integrated accounting systems/sub-systems;  
general trends and current developments in public sector (governmental) accounting;  
procedures, methods, and forms associated with automated accounting systems; and  
information available in various sections of the City's accounting system.

Skill in:

report development using SAP's Business Objects and MS SQL;  
standard desktop software such as Microsoft Office Professional;  
basic skill in ERP software packages including accounting, budget, and HRM;  
database support;  
tracking financial data (examples: revenues, expenditures, overhead, and cost allocations); and  
using SQL.

Ability to:

comprehend computerized reports;  
prepare concise comprehensive reports, including necessary supporting documentation, concerning  
accounting/financial activities;  
create ad-hoc reports from the Advantage application to provide and analyze information;  
communicate effectively both orally and in writing;  
extract data from web-enabled applications, databases;  
communicate with and instruct others, using technical and non-technical language to explain complex  
subjects and processes;  
analyze customer needs and requirements to implement requests and improvements;  
apply problem-solving techniques to complete assignments or tasks;  
develop reports and analyze data;  
apply accounting theory/principles in performing work assignments;  
analyze and evaluate account related problems to determine possible solutions;  
evaluate and study GASB statements and implement required changes to assure compliance;  
evaluate and implement the Government Finance Officers Association (GFOA) Certificate of Excellence  
in Financial Reporting program findings;  
evaluate and implement the GFOA Certificate of Excellence in Budget Documents program findings;  
evaluate work processes and procedures;  
develop/revise operating procedures to facilitate completion of work in assigned area of responsibility;  
and  
interact with City officials, coworkers, auditors, and the general public to establish and maintain  
effective working relationships.

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 does 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.

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INCREMENTS 55-200

PAY GRADE: 54

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