

SENIOR FISCAL ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Senior Fiscal Analyst performs professional-level fiscal analysis, research, accounting, forecasting, and budget-related work involved with related financial and budgetary systems. This class plans, coordinates, and supervises staff responsible for performing the functions and activities related to the preparation and administration of capital and departmental operating budgets. An employee of this class is responsible for: supervising and managing the daily operation of a 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 section or work unit objectives, priorities, and work schedules; coordinating the timely accomplishment of section or work unit activities; and preparing and coordinating the department budget. 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.

Development Services Assignment: Performs advanced-level budget coordination, preparation, analysis, and administrative work in the Development Services Department including professional fiscal analysis, and research duties in support of the Performance Management Program. Responsibilities include: working with the Director and Deputy Directors to define and analyze performance measures; maintaining communication with department and City management; overseeing preparation of a detailed budget and ensuring that information is in the budget system, meeting all deadlines; determining eligibility for impact fee waivers and credits; and approving invoices of payments and purchase orders under \$5,000. Has knowledge of plan sets and State and City Policies to be able to advise department management on the financial impact of decisions.

Energy Resources Assignment: Performs advanced-level budget coordination which includes setting strategic direction for budget preparation and assigning tasks to personnel involved; supervising and directing staff responsible for department accounting and contract management; ensuring that work groups are consulted about budget needs; maintaining communication with department and City management; overseeing preparation of a detailed budget and ensuring that information is in the budget system meeting all deadlines; overseeing preparation of financial reports; reviewing and analyzing data; reviewing, recommending for approval, and interpreting City and departmental procedures; and working with department and City staff on rate models and revenue and expenditure forecasting models.

Engineering Assignment: Performs advanced-level budget coordination, preparation, analysis, and administrative work in the Engineering Department including professional fiscal analysis, and research duties in support of the preparation and administration of capital and operating budgets. Responsibilities include: assisting Engineering management personnel on budget preparation and presentation duties in both capital project and operating budget needs; assisting in presentations to the City Manager's Office; working with the Capital Improvement Projects (CIP) Administrator on capital project duties such as expenditure and forecasting financial reporting for all current fiscal year CIP project costs for

construction, design, inspection, land acquisition, etc.; selecting, computing, and summarizing information from general ledger reporting system into department expenditure/encumbrance reports, and conveying results to appropriate parties; coordinating the City's public bidding results for capital projects; signing as the official signatory on all federal and state Falcon Field grant reimbursement submittals; coordinating other capital project financial reimbursements to the City; and working with the CIP Administrator on verifying for accuracy, coordinating, and approving budget funding for project authorizations. This position oversees and monitors day-to-day contract administration activities including reimbursements, payments, insurance requirements, selections, and contract execution; plans, directs, and manages the Engineering capital procurement activities; directs the preparation of Request for Qualifications; reviews contracts for potential impact on financial forecasting, and participates in updating and revising Engineering Department contract documents. This position also assists with budget presentations, reports, and procedures training on department budget processes, as well as assisting in the monitoring of the departmental budget appropriations and expenditures and advising appropriate parties of overruns requiring attention. This position also supervises the Fiscal section in the Engineering Department.

Housing and Community Development (Federal Grant Programs) Assignment: Performs advanced-level budget coordination/preparation, fiscal analysis, research, accounting, and forecasting relating to federal grant programs for the Housing and Community Development Department. The Housing and Community Development Senior Fiscal Analyst has an increased level of responsibility from the Fiscal Analyst in that the Senior Fiscal Analyst is responsible for compliance of 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, Neighborhood Stabilization Program (NSP), and Emergency Shelter Grant (ESG). Continuing self-education through the use of Office of Management and Budget (OMB) circulars and webinars relating changes in grant rules and regulations and the dissemination of this information to staff is vital. Responsibilities include reconciling HUD systems such as Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR) to the City's financial system. Assistance to the Housing and Community Development Director and other high-level management personnel is provided through the use of forecasting models of grant financial projections and instruction with accounting, budget coordination, preparation, auditing, and fiscal record management duties. The Senior Fiscal Analyst also creates and manages comprehensive databases, spreadsheets, and reports which monitor grant and contract expenditures, encumbrances, and revenues including program income generated. The research of and solutions to audit findings, including the development of systems to prevent future findings and the education of staff on such practices is required. Communication with the Office of Management and Budget and Financial Services is essential and requires providing needed financial data used in the Schedule of Expenditures of Federal Awards (SEFA) and Comprehensive Annual Financial Report (CAFR). Duties also entail the final financial review of the Housing and Community Development annual CDBG and HOME contracts, as well as sub recipient projects and contracts. Financial oversight for the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) which defines and justifies the year's expenditures of federal funds and yearly achievements for the HUD; in addition to the CDBG Annual Action Plan and 5-year Consolidated Plan. Supervisory oversight is provided to staff responsible for generating, processing, and preparing 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 such as Voucher Management System (VMS) through the Real Estate Assessment Center (REAC) as required by HUD; and submitting quarterly lease and expense information to HUD through REAC. Additionally, the Senior Fiscal Analyst keeps high-level management informed in a timely manner of events impacting the department. This position has oversight and supervision of personnel in the areas of contracts, accounting, budgeting, and forecasting; provides development training and education to staff; and monitors employee performance. This class performs related duties as required.

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. Serves as Chief Financial Officer for this revenue-generating, multi-funded department. Supervises administrative and accounting staff. Responsibilities include: developing strategies and methods for improved tracking and departmental performance measures; directing the linking of Activity-Based Budgeting with the departments' annual operational plans; directing the department-wide cost recovery program which includes facilitating the development of a revised cost recovery strategy for the Parks, Recreation and Community Facilities Department, and utilizing comparisons with benchmark communities to evaluate direct/indirect costs and revenues from fees and charges; directing the annual updating of the budget for the department, including identifying new and ongoing operational 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; spearhead and coordinate the annual revision to the department Fees and Charges Schedule with the Park Board and the Office of Management and Budget; oversee the procurement process for the department to ensure compliance with City policies and procedures; oversee internal audits and make recommendations to the Department Director to improve fiscal responsibility; provide 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 including work orders, chart of accounts, etc.; develops department financial policies and procedures; oversee the preparation and administration of the operational and capital project budget for all department business operations; producing profit and loss statements, revenue forecast projections, and performance reports; providing management with financial reports and analysis as needed for department managers, City Manager's Office, City Council, or others; overseeing show and event settlements; 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 to the International City/County Management Association (ICMA), the National Recreation and Park Association, the Trust for Public Lands, and others as requested; develop financial performance measures; and update information in the monthly Performance Management Report. This class performs related duties as required.

Water Resources Assignment: Performs advanced-level budget coordination and analysis for the Water Resources Department. Responsibilities include: assisting the Deputy Director and other high-level management personnel with forecasting and modeling for both expenditures and capital improvement programming (CIP); coordinating with the CIP Administrator on both short-term and long-term planning of the water and wastewater capital program; modeling and forecasting costs with multi-agency projects such as jointly-owned water and wastewater plants; and assisting in presentations to upper management.

This position has oversight and supervision of personnel in the areas of contracts, accounting, and budgeting. This position will be the main contact for day-to-day budget oversight and forecasting and will be responsible for preparing presentations and reports for review by upper management personnel.

Distinguishing Features: The assignments of a Senior 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 at the department level. This classification is distinguished from the Fiscal Analyst classification by the increased level of responsibility, final decision-making authority, and assignment of broader scope required of the Senior Fiscal Analyst. This class is supervised by a department director or other high-level management personnel through conferences, meetings, written reports, and by results achieved. 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. A minimum of two years working in a professional/management capacity including supervisory experience.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience working in a professional/management capacity in development or construction environment is preferred (*by assignment*). Certified Public Accountant (CPA) Certificate and/or Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred. Experience with federal grant programs, preferably Department of Housing and Urban Development (HUD): Housing Choice Voucher and Mainstream Voucher programs, Community Development Block Grant (CDBG), Home Investment Partnership (HOME) program, Neighborhood Stabilization Program (NSP), and Emergency Shelter Grant (ESG) is highly desirable (*Housing and Community Development 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, and cost system. Interacts on a regular basis with representatives from departments related to adopted capital project budgets, bid results, contract issues, etc. Prepares written documents (example: the Engineering Program Budget Overview, the Engineering Budget Overview, and cash flow projection reports) for both operating and capital project expenditures. Compiles reports and supervises work performed on audit reports of previous capital projects that have been closed out.

Manual/Physical: Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and/or visit off-site employees for business (*by assignment*). Operates a variety of standard office equipment such as a personal computer (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 directors and department 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. Reviews overhead calculations for department/unit for charge-back to other City departments. Analyzes capital project department expenditures, identifies and resolves discrepancies, and verifies contract balances for budget forecasting. Oversees the City's public bidding results for capital projects. Oversees the department/unit 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. Solicits, organizes, and analyzes development impact fee data and information for the Engineering Department. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other accounting-related problems by analysis, review with involved parties, and developing and evaluating alternatives. Assists in developing department accounting policies and procedures; short- and long-range accounting objectives; and other plans, standards, and formats.

Knowledge and Abilities:

Knowledge 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;
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;
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;
general accounting and reporting principles and related methods;
development cost analysis and cost accounting principles;
statistics applications used in the analysis of revenues, cash flow, and costs;
operation and regulation of development organizations, and of the policies and procedures of fee determinations and fiscal control; and
research methods and techniques.

Ability to:

supervise and direct the work of subordinate staff;
coordinate, analyze, and organize the timely completion of unit and department budget forecasts and budget projects and activities;
plan and forecast long-range capital improvement projects;
prepare cost models, cash flows, and other financial aspects of capital improvement projects;
research and provide assistance to management concerning management reports, disbursement of funds, and the resolution of budget concerns;
identify licensing requirements for engineering contractors and work with the state's registrar of contractors to resolve discrepancies;
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 department units;
supervise and administer department receivables for project billings, and federal and state grant billings related to Falcon Field Airport, Transportation, and other Engineering 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.;
perform reconciliation of various programs, accounts, etc., such as Mesa's recycling revenues;
prepare quarterly reports on Falcon Field Airport grants for the Finance Section;
prepare project close-out reports for auditing purposes;
coordinate the closing of bond funds with Finance and Purchasing;
prepare bid results and identify funding on development services projects for City Council review and award;
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;
communicate and coordinate with engineers, architects, contractors, and other personnel involved in engineering construction projects;

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;
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 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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MR/lb/yf

CS5161.DOCX

CS5303 (Grant-Funded)

EEO-Prof

JOB FCTN-FIN

INCREMENTS 55-200

PAY GRADE: 57

PAY GRADE: 57

IND-9410

SWORN-No