

FINANCIAL ANALYST
Class Code 1549

TASK LIST - 2024

1. Analyzes proposals for contracts, leases, and major projects including renewals, transfers, and new replacement franchises or agreements for the purpose of determining aspects of proposals.
2. Reviews financial documents, such as bank agreements or financial filings to determine financial viability of proposals.
3. Analyzes economic structure, financial practices and trends, and performance statistics of companies to make appropriate recommendations to the department.
4. Makes recommendations to department management on the financial capability of lessees, vendors, consultants, bankers, and any other service providers to perform according to their proposed agreement, license, franchise or contract specifications.
5. Advises management on the financial aspects of construction and other projects, agreements, or franchises to determine the financial viability and economic benefit of projects.
6. Conducts statistical research by reviewing appropriate documents to ensure non-discriminatory and non-preferential treatment by companies with regard to rates and charges.
7. Assists in the collection, recording and analyses of field audits and investigations regarding billing complaints.
8. Evaluates equipment acquisition and operational changes, and determines cost and financial results/impact.
9. Reviews existing and prospective city, state and federal legislation relating to financial matters affecting major projects and programs to make appropriate recommendations to the department.
10. Represents the department before the City Council, its committees, commissioners, and any other public and private agencies, as directed.
11. Prepares statistical and narrative reports to make recommendations or summarize findings.
12. Participates in other duties for training purposes or to meet technological changes or emergencies to remain current in the Financial Analyst field.
13. Conducts forecasts, scenario models, variance, and trend analysis using Excel, Enterprise Resource Planning (ERP), or any other software in order to make recommendations to senior personnel.