



City of Denton Job Description

Title: Senior Financial Analyst
Position ID: GP3514-162200
Department/Division: Finance/Budget
Reports to: Financial Analyst Supervisor
FLSA Designation: Exempt
Safety Sensitive: No
DOT: No

Definition: Responsible for providing complex research and financial analysis, oversight for special projects, and financial policy recommendations to management and the citizens of the City of Denton.

Essential Functions:

- Serves as a primary lead in the development and compilation of the annual proposed and adopted budget books.
- Reviews assigned city departments annual budget submissions and provides assistance throughout the budget process.
- Provides ad-hoc research and assistance in the development and compilation of the ACFR and bond rating call documents.
- Serves as a primary lead in maintaining position control, reviews for accuracy against budgeted positions, researches and correct errors, and rolls position control for next fiscal year.
- Assists in the development and ongoing support of Capital Project budgets.
- Assists with quarterly financial report compilation.
- Reviews and processes departmental budget transfers.
- Confirms sufficient funding is in place for order requisitions/purchase orders.
- Provides technical support to multiple department budget liaisons; answers questions regarding expenditure forecasting and provides assistance with the budget submission process.
- Prepares revenue and expenditure reporting and presents the information to assigned departments and City management on a periodic basis.
- Serves as liaison to financial pro formas, capital improvement plan and other budget items.
- Serves as primary lead in maintaining, updating, adding new funds, new Home Business Units, new revenue or expense object codes.
- Assists with the training and onboarding of financial analysts.
- Assists in the preparation of sales tax reports and forecasting analysis.
- Provides supervision and primary support for assigned special projects.
- Assists in monitoring City franchise agreements and handling all correspondence for agreements.

- Assists assigned departments develop sufficient revenue requirements utilizing the City's cost allocation model.
- Utilizes financial software programs in evaluation of data as needed.
- Prepares and presents presentations to City employees, including Directors and City Management. May be called upon to present to boards and commissions, including City Council.
- Performs a variety of delegated research tasks and projects, documents findings, prepares reports, graphs, charts, and other illustrative materials as required.
- Interacts with various governmental agencies to obtain financial and legislative information.
- Facilitates organizational training on the budget process and technical assistance
- Maintains regular and punctual on-site attendance.

Additional Duties:

- Performs other duties as assigned

Minimum Qualifications/Acceptable Equivalency:

- Bachelor's Degree in Business, Finance, Accounting or Public Administration or an applicable field with six to eight years' experience with emphasis in financial analysis and budgeting and/or revenue analysis

OR

- Master's Degree in Business, Finance, Accounting or Public Administration with two to four years' experience with emphasis in financial analysis and budgeting and/or revenue analysis

OR

- Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

Core Competencies:

- Ability to provide superior internal and external customer service
- Ability to communicate effectively both verbally and in writing
- Demonstrated ability to problem solve and provide solutions
- Proficiency in Excel, Windows Office, PowerPoint, and J.D. Edwards

Preferences

- Master's Degree in Public Administration, Finance, Accounting or Business
- CGFO certification
- Capital Project Budget experience

Conditions of Employment:

- Must pass a drug test, social security number verification, and criminal history background check

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- ***Sedentary – lifting no more than 10 pounds***
- Light – lifting no more than 20 pounds; carry up to 10 pounds
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: A
2. Sitting: E
3. Walking: I
4. Lifting: A
5. Carrying: A
6. Pushing/Pulling: A
7. Overhead Work: A
8. Fine Dexterity: M
9. Kneeling: A
10. Crouching: A
11. Crawling: A
12. Bending: I
13. Twisting: M
14. Climbing: A
15. Balancing: N
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a computer, telephone, and ten-key.

Environmental Factors:

The essential functions of this position are performed in an office environment.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 10/1/2012

Revision Date: 1/11/2022