



CITY OF URBANA
Human Resources Division

SENIOR FINANCIAL ANALYST/BUDGET COORDINATOR

JOB DESCRIPTION

Department:	Finance & HR Human Resources/Finance	Division:	Administration
Work Location:	City Building Cohen Building	Percent Time:	100%
Job Type:	Civil Service	FLSA Status:	Exempt
Reports To:	Human Resources & Finance Director Human Resources & Finance Director/CFO	Union:	Non-union

JOB SUMMARY

The Senior Financial Analyst / Budget Coordinator is responsible for developing and coordinating the City's budget processes and provides analysis services for ~~executive~~ management. Facilitates ongoing business processes by enhancing communication and coordination between various functional areas. Performs professional-level budget preparation, analysis, coordination, and administrative work, including professional fiscal analysis and research duties in support of the preparation and administration of capital and operating budgets.

The incumbent, working under the supervision of the ~~Finance Director~~Human Resources & Finance Director, is responsible for a variety of complex financial issues including policy development, budget development, evaluation of programs and services, and maintenance of the City's financial management system. Requires ability to exercise independent judgment in the application of sound financial principles. The Senior Financial Analyst / Budget Coordinator is expected to carry out individual responsibilities with initiative, independence, and creativity while exercising sound professional judgment and strong communication skills.

DISTINGUISHING CHARACTERISTICS

This is a higher-level class in the professional Financial Analyst series. Positions in this class may be filled by advancement from the lower class of Financial Analyst, or when filled from the outside, require prior relevant professional work experience. Incumbents in this class perform a variety of complex and specialized functions that require a thorough knowledge of finance and business information systems, as well as project management, with a significant degree of independence and accountability for results. Requires excellent project management skills to manage complex, long-term processes for developing the budget, capital plan, and other efforts. This position is expected to exercise initiative and independent judgment within established guidelines in providing technical and professional administrative support in a variety of areas. Assignments are typically received in broad outline form and require the incumbent to solve routine and non-routine problems. Projects may include statistical analysis, developing training materials, and other areas specific to assignments. This position has access to confidential information.

ESSENTIAL FUNCTIONS

Budget & Fiscal Analyses

1. Develops plan for the City's annual budget process. Communicates plan and schedule to City departments; assists City Departments in the preparation of their departmental section of the proposed budget
2. Prepares annual financial forecast to set context for the budget process.
3. Reviews budget proposals and evaluates programs and services for efficiency and effectiveness and to determine whether alternate service delivery methods are appropriate
4. Develops defined portions of the City's annual budget, including revenue projections.
5. Submits the City budget to GFOA for review
6. Performs financial analyses utilizing business case development processes and makes recommendations to management for decision-making purposes by gathering, clarifying, and presenting financial data. Applies budgeting concepts, financial, accounting, and project management principals in performing analyses.
7. Analyzes accounting records to determine financial resources required to implement programs and makes recommendations for budget allocations to ensure conformance to budgetary limits.
8. Develops Citywide and departmental policies and procedures related to various financial activities.
9. Manages financial system's project ledger function by advising staff on use of the project ledger, recommending and implementing specific strategies.
10. Prepares budget amendment reports for City Council and transfers into the financial system.
11. Prepares assigned audit work papers and consults with auditors on security in the Munis system.
12. Prepares clear and concise written reports for the City Council and internal staff.
13. Analyzes City practices, workflows and procedures; recommends, develops and implements improvements for efficiency.
- ~~14.~~ Develops plan for the City's annual budget process. Communicates plan and schedule to City departments.

14.

Vehicle and Equipment Replacement Fund (VERF) and Capital Improvement Plan (CIP) Funds

~~15. Works with departments to develop vehicle and equipment replacement recommendations;~~

~~16.~~ 15. Prepares budget and miscellaneous reports, procedures, and training on department budget processes, as well as coordinating and monitoring departmental budget appropriations and expenditures;

~~17.~~ 16. Advises on appropriate management of overruns requiring attention;

~~18. Develops long-term funding recommendations to ensure that the VERF is sustainable;~~

~~19.~~ 17. Plans, organizes, coordinates, prepares and administers the annual City-wide operational and Capital Improvement Program (CIP) budgets

Investments & Revenue Management

- ~~20.~~18. Monitors the City's investments and provides updates to the ~~Finance Director~~Human Resources & Finance Director on a regular basis; makes routine investment decisions, consistent with the City's investment policy.
- ~~21.~~19. Prepares projections and develops recommendations on the City's property tax levy. Prepares all related documents for the City Council.
- ~~22.~~20. Regularly update projections for major sources of revenue and provide reports on monitoring at least quarterly.
- ~~23.~~21. Evaluates revenue sources including potential new revenue sources, and cost recovery for current revenue sources.
- ~~24.~~22. Prepares projections and develops recommendations on the City's property tax levy. Prepares all related documents for the City Council.

Financial Information Systems

- ~~25.~~23. Continuously improves the quality, efficiency and value of financial information produced via financial tools, operational efficiencies, and automation.
- ~~26.~~24. Analyzes, designs, and evaluates implementation of financial systems enhancements.
- ~~27.~~25. Identifies opportunities to integrate new and existing systems and data sets.
- ~~28.~~26. Prepares complex statistical and narrative reports to provide financial information regarding operation of City departments using a modern ERP system and ad hoc reporting tools (i.e., Munis cubes and SSRS reporting). Assists end users of financial systems applications by applying functional knowledge of the Munis system.
- ~~29.~~27. Analyzes City financial systems, practices, and procedures; recommends, develops and implements improvements for efficiency.
- ~~30.~~28. Develops training materials and conducts training for financial system users.
- ~~31.~~29. Monitors investments, prepares journal entries, and makes routine investment decisions, consistent with the City's investment policy. Manages the City's project ledger settings, consults with users, and creates new projects.
- ~~32. 1. Performs other related duties as assigned.~~
- 30. Coordinates with ~~IT-management~~ staff on roles and permissions in the financial system, ensuring that appropriate internal controls are maintained
- 31. Designs and maintains workflow rules for various processes in Munis.
- ~~-Performs other related duties as assigned.~~
- ~~33.~~32.

In the absence of the ~~Finance Director~~Human Resources & Finance Director, may:

33. ~~A~~ May approve budget transfers, purchases, and other financial transactions.

34. ~~R~~ May review budget transfers.

35. Supervise staff.

Standardized Essential Duties:

- Continuously seeks process improvements in all operations with the ultimate goal to improve the quality of customer service.
- Assists the public with inquiries, requests, and/or problems in a friendly, respectful, courteous, and professional manner.
- Communicates and reinforces organizational culture and values.
- Maintain maximum security over confidential materials.
- Recognizes situations that are beyond his/her limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Maintain a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media. Cooperates with other departmental/division personnel to ensure customer service standards are consistently practiced.
- Maintain confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is kept secure.
- Complies with City policies and procedures.
- Report to work on time and as scheduled.
- Perform other duties as needed or assigned.
- Manages complex, long-term projects, effectively coordinating across the City organization.

JOB FACTORS REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A ~~Master's~~ Bachelor's degree in Finance, Accounting, Economics, Business, or a related field; a Master's degree or higher is preferred ~~is required~~.
- A minimum of two (2) years of experience in systems implementation and conversion. This includes experience in facilitation, development and implementation of accounting and financial computer systems, preferably within a public agency.

- Four or more years of experience in government finance or administration, including experience with budget development and complex financial systems, is strongly preferred, and may substitute for the education requirement. -

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Knowledge of

- Governmental budgeting principles, practices, procedures and theory.
- Techniques and methods used in financial analysis and sound business practices.
- General accounting principles.
- Business software to create and maintain various financial programs.
- Demonstrated knowledge of computerized accounting systems and their integration with other administrative systems; sound knowledge of finance and fund accounting, Generally Accepted Accounting Principles and other applicable federal and state laws.
- Methods and techniques of governmental accounting and financial management;
- Principles and practices of financial analysis, auditing and reporting;
- Grant funding and administration practices;
- Principles and practices of municipal budget preparation and administration;
- Advanced mathematical concepts; statistical analysis;
- Automated financial information systems and SSRS reporting.
- Project management techniques.

Computer Programs Used

- This position uses multiple computer programs, including Tyler Munis financial management and payroll software, all standard Microsoft Office programs (Word, Excel, Access, PowerPoint, Publisher, and Visio), and Tyler Reporting Services – SQL Server Reporting Services (SSRS).

Skills

- Must demonstrate excellent skills with complex financial systems, Access, and Excel. This includes complex Excel functions, such as macros and pivot tables.
- Must have knowledge and experience with SSRS reporting.
- Strong analytical skills and the ability to gather, analyze, and interpret financial data to prepare financial statements, perform financial analyses, and make sound financial recommendations.
- Strong interpersonal and customer service skills and the ability to work both autonomously and within collaborative teams.

- Excellent written and oral communication skills, including strong technical writing skills with the ability to convey technical information into user-friendly materials.

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- Excellent project management skills, including managing complex, long-term projects. Skill may be obtained through training or on-the-job experience.

Ability to

- Understand and implement security features (user permissions) for complex financial systems.
- Collect, compile, and research information and data;
- Interpret and explain financial policies and procedures;
- Learn and apply pertinent ordinances, laws, codes, regulations, policies and procedures;
- Prepare accurate and complete financial statements, reports and analyses.
- Perform “what if” analyses for financial planning and interpret financial statements;
- Convey technical ideas in simple terms using effective interpersonal, written and oral communication skills;
- Train others in systems applications.
- Translate technical information into understandable format to staff and vice versa for financial information to Information Technology staff.
- Examine and verify a wide variety of financial documents and reports.
- Monitor and track accounting data;
- Communicate clearly and concisely, both orally and in writing;
- Identify and correct accounting errors;
- Develop financial reports using (SSRS).
- Demonstrate a high level of ethics, integrity, and professionalism.
- Manage complex, long-term projects.

Special Requirements:

- ~~Must pass a criminal background check.~~

Supplemental Information

Supervision received

- Under Direction—the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the results of work done are typically reviewed. Incumbent may develop new procedures which require modifications to established policy guidelines. May develop or update

City policies. The supervisor sets overall objectives and resources available. Supervisor and employee, in consultation, develop deadlines, projects, and work to be done. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets or recommends changes to policy. Employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.

Level and complexity of supervision exercised

- This position may supervise other staff positions as required or directed.

Security Level

- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

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Physical Demands and Working Conditions

- Requires visual acuity within the normal visual range with or without correction, sufficient to read computer screens and printed documents and visually inspect work; ability to speak; and hearing within the normal audio range with or without correction. Subject to sitting for long periods of time to perform job scope. Working conditions are primarily in an office environment. Lifting and carrying up to 25 pounds unassisted, including but not limited to paper boxes and files. Work hours are typically 8 a.m. to 5 p.m., but are flexible.

Job Dimensions

- Routine contact with executive management, mid-management, staff and administrators. Regular contact with City Council. Occasional contact with outside agencies, and vendors/consultants.
- Responsible for management of the City's budget and capital planning processes, and Vehicle and Equipment Replacement Fund.
- Performs budget development and financial analyses for an entity with a budget of over \$60 million. Communicates effectively, verbally and in writing; including preparing reports and presentations for the City Council to explain complex financial issues.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

- New class: 1/29/2020
- General revisions: 12/27/2023

For HR/Finance Use

Title Code	Pay Grade 343 <u>111</u>
EEO Category 2 - PROF	LVL