

# Senior Financial Analyst - City of Kirkland (Job # 20-0017)

Minimum Salary: **\$76,254.18 per year**

Maximum Salary: **\$98,390.22 per year**

Employment Type: Full Time

Department: Finance & Administration

**Open until filled.** Applications first reviewed on:

Thursday, February 20, 2020

(Open to current employees and the general public.)

Apply at: <https://www.govjobstoday.com/JobAnnouncement.aspx?jid=10092>



## Summary

The City of Kirkland is currently seeking a dynamic Senior Financial Analyst who is detail-oriented, motivated, and collaborative. Come join our community!

The Senior Financial Analyst conducts complex financial, budgetary, and labor contract analysis that facilitates decision making by management and Council on citywide fiscal issues.

## Essential Functions

### ESSENTIAL RESPONSIBILITIES:

1. Coordinates City wide budget process. Maintains City's budgeting system and develops customized, budget-related reports. Develops forms and instructions for departments to use in developing budgets. Reviews departmental budget materials for completeness, accuracy, and reasonableness. Provides budget preparation training to city staff. Performs complex analysis and forecasting of various revenue sources and expenditure patterns. Works with a variety of departmental staff, including department budget coordinators, division managers and department directors to acquire needed information. Prepares annual budget for selected funds as assigned. Participates in budget policy and review meetings with the City Manager and City Council. Coordinates preparation of preliminary and final budget documents.
2. Provides assistance in maintaining and updating the financial forecasting model by applying a wide variety of economic variables to analysis and forecasting. Analyzes economic trends and applies them to the forecast analysis. Assists with preparation of the forecast report for the City Council.
3. Coordinates development of the six-year capital improvement program. Develops forms and instructions for use by departments. Reviews departmental materials for accuracy, completeness, and consistency. Coordinates productions of the preliminary and final CIP documents.
4. Participates in the preparation of work plans and schedules for major work processes or products such as developing the CIP, operating budget, or other major work assignments. Tracks progress of assigned work against established schedules.
5. Assists in preparation of City's Comprehensive Annual Financial Report.
6. Develops and maintains city-wide indirect cost allocation model, Public Works engineering cost allocation model, and other internal charge models. Provides technical expertise to departments in costing techniques.
7. Conducts special studies and analyses pertaining to a wide variety of issues that may include development of performance measurement systems, analysis of utility rates, preparation of cost/benefit analyses, internal service fund rate analysis, impacts of legislation, and development of financial systems. Applies a wide variety of economic variables and analytical techniques in completion of tasks.

8. Evaluates budget performance and monitors expenditures and revenues, producing periodic report on City's financial performance and annual report on City's financial condition. Presents budget information and/or analysis to upper level management. Participates in meetings to discuss and decide on budgetary or other fiscal issues.
9. Supports management in labor negotiations through the development of contract cost models and preparation of analysis regarding the financial impact of management and union proposals. Participates in management strategy sessions during the development of management proposals and counter-proposals.
10. Provides training and technical expertise and is a liaison to other departments for the resolution of complex fiscal policy or operational issues. Trains department staff on budget and financial management policies, practices, and systems.
11. Reviews departmental policies and practices related to financial reporting, cost accounting, budgeting, and internal systems; makes recommendations for improvement; and implements changes in policy or practices.

#### **PERIPHERAL RESPONSIBILITIES:**

1. Provides technical accounting support as needed to support financial reporting and management efforts.
2. Serves as department representative on ad hoc task forces and committees dealing with a wide variety of internal issues.
3. In the event of a disaster, provides financial reporting and analysis in support of required record keeping.
4. Other projects and duties as may be assigned by the Director or Financial Planning Manager.

#### **Skills and Abilities**

1. Knowledge of financial management principles and practices and department goals, policies, and technical operations.
2. Extensive knowledge of municipal budget practices and related analytical techniques. Knowledge of economic indicators, forecasting techniques, research methods, and data processing capabilities applied to financial systems.
3. Ability to apply complex standards and formulas to analyze, forecast, and interpret comprehensive narrative and financial data. Ability to develop charts, graphs, and other explanatory materials as needed.
4. Advanced skill in the use of spreadsheet software and presentation graphics. Ability to effectively use automated financial systems.
5. Knowledge of governmental fund accounting, financial reporting standards, and City and State laws pertaining to municipal budgeting.
6. Ability to maintain confidences and routinely handle sensitive department materials.
7. Ability to develop and manage a project and to anticipate administrative and operational problems. Ability to formulate goals, analyze alternative solutions, and prepare funding recommendations.
8. Ability to work effectively with a wide variety of staff, directors, the City Manager, and the City Council.
9. Ability to prioritize tasks, elicit cooperation, resolve conflicts, and coordinate total efforts to accomplish a task.
10. Skill in responding to management information and fiscal reporting needs.
11. Skill in oral and written communications, including the ability to make presentations to staff and the City Council.

#### **Minimum Qualifications**

Four-year degree in Accounting, Business Administration, Public Administration, or closely related field and four years increasingly responsible experience in budget and financial analysis, accounting, or similar financial field, preferably in a local government setting.

### **Preferred Qualifications**

Master's degree preferred.

### **Special Note**

**This position includes a comprehensive benefit package: medical/dental/vision for employee and dependents, deferred compensation plan, 2x annual salary life insurance, ORCA Card, onsite workout facility, employee parking, vacation and sick leave accruals, and paid holidays.**

This position requires a cover letter (letter of interest) for consideration of application. Please note how you meet minimum qualifications within that letter.

### **Hours of Work**

8:00 a.m. to 5:00 p.m., Monday – Friday

### **Working Conditions & Physical Activities**

Work is generally performed in an office environment. Prolonged periods of sitting and computer keyboard entry are a routine part of this job.

### **Selection Process**

Applicants who submit a timely application and are invited to participate in the further stages of the selection process, will be notified by email or phone.

**Finalist(s) will be required to complete a Criminal Background check.**

### **Location**

City Hall

123 5th Ave

Kirkland, WA 98033