

**SENIOR FISCAL ANALYST****SUMMARY:**

Under general direction, assists in preparing and monitoring the department's budget; prepares monthly, quarterly and as needed reports for departments, administration, and commission; researches and analyzes special projects/financial status; and performs other duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(Which are **not** in any hierarchical order)*

1. Researches and analyzes special projects for Department Director, Director and Budget Manager.
2. Prepares budget amendments for department and agenda packages for the Department.
3. Coordinates with departments in preparation of the City budget.
4. Provides analysis of budget to the City Commission, City Administration, Finance Department, and other departments.
5. Prepares monthly and quarterly analysis of City financial status.
6. Prepares monthly reconciliation reports for all grant funds and general fund accounts.
7. Performs the duties of a Senior Accountant, when required.
8. Assists in the preparation of Consolidated Plan, CPER, Local housing assistance plan, Comprehensive Annual Financial Reports and works with external auditors.
9. Communicates with departments, administration and commission.
10. May supervise other accounting positions.
11. Prepares budget documents including Budget in Brief and Annual Budget Binder.
12. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City, federal and state laws, rules and regulations related to governmental accounting and finance.
- Knowledge of budgetary planning, development and management methods and practices.
- Knowledge of computer hardware and software utilized in budgetary and accounting practices.
- Knowledge of management and supervision practices and procedures.
- Knowledge of statistical research and analysis of budget and accounting projections.
- Skill in utilizing financial databases for research, analysis and informational purposes.
- Skill in using computer and finance software applications including spreadsheets and databases.
- Skill in developing budgetary projections.
- Skill in assigning, reviewing and evaluating work.
- Ability to utilize effective verbal and written communication in developing written and verbal reports.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform similar other actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree from an accredited college or university with a major in Accounting, Finance, Business Administration or related field and four (4) years of progressively responsible municipal budgeting, billing, collection, or revenue generation experience, or any equivalent combination of training and experience. A valid Florida driver's license is required.