

CITY OF MANTECA**FINANCIAL ANALYST/
SENIOR FINANCIAL ANALYST****Department:** Finance**Unrepresented Management/Confidential****Employees' Unit****Effective Date:** July 1, 2025**FLSA Status:** Exempt**Revision History:** N/A**BASIC FUNCTION:**

Under general direction, provides responsible analytical duties and complex staff support in the Finance Department; coordinates, oversees, and participates in assigned finance service areas, programs, and/or functions; participates in financial policy development and planning; develops, summarizes, and maintains administrative and fiscal records; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Financial Analyst: Under close supervision, incumbents learn City financial systems, operations, practices, and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Assignments may vary with the skill and training of the incumbent. Positions at this level usually perform most of the duties required of the positions at the Senior level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

Senior Financial Analyst: Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed upon completion and for overall results. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

REPRESENTATIVE DUTIES:**ESSENTIAL DUTIES:**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Perform a wide range of fiscal activities for the City, its operating departments, and related agencies; including fiscal year and month end oversight, reporting, contract maintenance, grant accounting, reconciliations, and capital asset oversight.

- Prepare mandated financial reports such as the Annual State Controller’s Report for the City, Redevelopment Successor Agency and Public Financing Authority, the Annual State Controller’s Street Report, State Controller’s Annual Transit Report, and other reports required by the state or other government agencies.
- Assist in the City’s cost allocation plan, fee studies and rate studies.
- Assist in the preparation and review of the City’s financial plan.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Perform a variety of professional accounting and budgeting duties in support of departments within City government, including purchasing, accounts payable, capital assets, investments and budget preparation, utilities, and internal service operations.
- Prepare complex statistical and narrative reports to provide financial information.
- Assure compliance with established accounting policies, generally accepted accounting principles for municipal enterprises and governments, and applicable laws, rules, and regulations.
- Perform routine fiscal and program analyses and make appropriate recommendations to supervisors and managers.
- Serve as a resource for other staff on various accounting and budgeting inquiries, including purchasing, financial and/or grant policies and procedures and budget adjustments.
- Participates in and assumes responsibility for various departmental programs including purchasing, financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
- Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Assists in the preparation for annual audits.
- Assists with investments, portfolio management, and cash management.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- Represents the City in explaining financial policies and documents, give presentations before the City Council, departments, commissions and employee groups.
- Performs other related duties as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Thorough working knowledge of Generally Accepted Accounting Principles, accounting theory and transactions, auditing techniques, and Government Accounting Standards Board Pronouncements and Technical Interpretations.

- Thorough working knowledge of the principles and practices of municipal government accounting and financial reporting, municipal finance, public budgeting, and public policy development.
- Advanced knowledge of primary and advanced excel spreadsheet functions.
- Working knowledge of automated financial accounting and reporting systems.
- Knowledge of the principles of statistics and their practical applications.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations regarding municipal finance and accounting.
- Knowledge of the Single Audit Act of 1984, as amended and the requirements of OMB-133 as they pertain to Federal Grant Programs.
- Familiarity with the principles and practices of municipal debt.
- Familiarity with banking transactions and reconciliations.
- Knowledge of general ledger account reconciliations.
- Knowledge of effective management practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

ABILITY TO:

- Analyze complex accounting and financial data for its meaning and significance.
- Independently apply accounting principles to accounting transactions and financial reports.
- Prepare comprehensive fiscal, financial, and budget analysis and reports that are understandable to non-financial audiences.
- Understand and ensure proper governmental accounting principles and practices, including fund accounting.
- Work independently in a result focused manner with the ability to make sound supportable decisions based on issues and facts presented.
- Recognize and recommend improvements in financial transaction processes.
- Effectively communicate verbally and in writing.
- Understand and apply laws, rules, and regulations to specific accounting and financial transactions.
- Establish and maintain a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Practice effective time management and project management skills.
- Operate a PC system with advanced levels in Microsoft Office or similar software applications.
- Understand and use Microsoft Excel with proficiency in the use of pivot tables, filters and other advanced Excel uses.
- Effectively train and provide guidance and coaching to personnel at all levels.

EDUCATION AND EXPERIENCE:

Any combination of experience, education, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Financial Analyst: Equivalent to a bachelor's degree in accounting, finance, economics or a related field and one (1) year of experience performing duties related to administrative and financial analysis and staff support, preferably in a municipal or public sector setting.

Senior Financial Analyst: Equivalent to a bachelor's degree in accounting, finance, economics or a related field and three (3) years of experience performing duties related to administrative and financial analysis and staff support, preferably in a municipal or public sector setting. A valid license as a CPA from the State of California of Accountancy or a GFOA certification as a Certified Public Finance Officer (CPFO) can be substituted for two years of experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

May interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PHYSICAL DEMANDS:

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.