



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FINANCIAL MANAGEMENT ANALYST
(ADMINISTRATION DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position performs difficult financial and accounting work involving detailed research and analysis of departmental accounts. Reports to the Administrative Services Manager.

ESSENTIAL JOB FUNCTIONS

Plans, develops, implements, and administers complex fiscal programs and budgets. Monitors and directs appropriations, expenditures and revenue fund transfer documents; ensures proper bookkeeping procedures. Responsible for accounts payable and accounts receivable; performs forecasting and trend analysis and makes recommendations for cost containment. Reviews financial status, prepares spreadsheets, government accounting reports and related documentation. Responsible for the development and establishment of fiscal operating policies and procedures.

Responsible for the effective supervision and administration of the financial services staff including staff development, prioritizing and assigning work, performance management, employee relations, and related activities.

Oversees department purchasing card activities to include requesting new or changes to credit cards as well as reporting of expenses; coordinates, processes, and records financial and budget information and transactions; serves as a liaison with the Treasurer's Office and Purchasing Department as needed. Provides training on the City's financial accounting system as needed.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting - Comprehensive knowledge of general accounting principles, financial computations, statistical analysis and forecasting techniques. Comprehensive knowledge of basic budgeting principles and practices.
- Financial Administration - Thorough knowledge of the concepts, principles, practices, laws, and regulations which apply to financial management for local government operations and generally accepted accounting principles (GAAP).
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- **Judgment/Decision Making** - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees, managers and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- **Accounting /Budgeting** - Ability to perform complex arithmetic, algebraic and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.
- **Coordination of Work** - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- **Communication** - Ability to communicate complex ideas and proposals effectively to include the preparation of reports, agendas and policies. Ability to listen and understand information and ideas presented verbally or in writing.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Financial Management, Accounting or Business Administration and 1-2 years of progressively responsible financial management experience with one year of lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history check, sex offender registry check, and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.