

CITY OF CHATTANOOGA
Classification Specification Title: Fiscal Analyst

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Finance Manager

FLSA Status: Exempt

Supervisory Responsibility For: N/A

Established: 4/27/07

**Revision Dates: 4/02/25;
10/20/23; 8/02/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as the primary fiscal representative for a department. Duties include preparing and monitoring departmental budgets; preparing complex financial reports; complying with governmental accounting regulations. Works under general supervision.

SERIES LEVEL: The Fiscal Analyst is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as the primary liaison between assigned departments and applicable internal fiscal departments; responds to questions regarding budgets, grants, payments or collections for assigned departments.

Participates in the budgeting process for assigned areas of responsibility which may include reviewing and analyzing past, present and projected expenditures and revenues; monitoring budget expenditures; preparing final budget documents; preparing budget presentations for the Mayor and City Council and/or performing other related activities.

Analyzes, coordinates, reconciles and validates a wide variety of financial data, information and reporting for funds in assigned department, including accounts receivables, accounts payable, budget line items, payroll and employee data, position control, billings, revenue and fee collection, purchasing card statements, transaction ledgers, purchasing, capital budgets and related fiscal areas; monitors and analyzes projects, functions, programs and/or other related areas for fiscal compliance.

Prepares a variety of financial documents, forms and related items for processing which may include vouchers, requisitions, personnel action forms, purchase requests, blanket orders and/or other related items.

Reviews, recommends and implements changes to standard operating procedures and policies related to fiscal activities and processes.

Prepares, reviews, analyzes and submits a variety of complex and/or special reports, reconciliations, work papers, communications, sales tax reports and/or statements to and from internal departments and external agencies.

Participates in designing, creating and implementing budgeting, forecasting, financial and operational reporting systems.

Coordinates tracking of asset and inventory management activities for assigned areas of responsibility.

Compiles and prepares financial information for assigned areas of responsibility to facilitate internal and external auditing activities.

Organizes, prepares and reviews budget and/or grant documentation; implements revenue and expenditure coding; reviews expenditure and fund requests for compliance with established budget; reconciles budget expenditures and revenues.

Resolves complex account analysis problems requiring in-depth research. Audits, compiles, calculates and analyzes a variety of financial data and transactions in assigned areas of responsibility.

Prepares financial projections and conducts related forecasting for future project, program and departmental needs for assigned area of responsibility.

May serve as lead to other staff to include assigning, scheduling and monitoring work; coordinating work assignments and providing work direction.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

When working in Public Works:

May manage all utility data for Portfolio Manager which is the Dept. of Energy's Better Building Challenge in managing the City's energy usage. This includes retrieving the monthly utility invoicing and reviewing it and posting in Portfolio Manager.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Finance, Budgeting, Accounting or related field, and at least one (1) year of experience involving the analytical research and reporting of complex financial data, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS: Knowledge of budgeting principles and processes; cost accounting principles; mathematical concepts; analytical methods; applicable terminology in assigned area of responsibility; governmental accounting principles; automated financial software applications; financial report preparation methods; applicable Federal, State and Local laws, rules and regulations; financial control and monitoring practices and procedures and financial reporting requirements.

Skill in using a computer and related software applications; preparing a variety of financial statements, reports and related documents; reviewing and analyzing financial information for completeness and accuracy; interpreting and applying applicable laws, rules, regulations, policies and procedures; preparing and analyzing budget documents and information; reconciling fiscal accounts; analyzing financial information and making sound recommendations based on findings; preparing budget forecasts and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions and sitting at a computer for prolonged periods of time.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10-15 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.