

# CITY OF CHATTANOOGA

## Classification Specification Title: Fiscal Analyst 2 (Wastewater)

**Department: Wastewater**

**Pay Grade: WWFG.10E**

**Supervision Received From: Utility Financial Svcs. Manager** **FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 12/08/25**

**Revision Dates: N/A**

### CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing advanced, complex financial analysis and serving as a lead fiscal representative for a department. Duties include coordinating and monitoring complex departmental budgets, preparing and presenting high-level financial reports, ensuring compliance with governmental accounting regulations, and providing lead guidance to lower-level staff. Works under general supervision, with considerable independent judgment.

### SERIES LEVEL:

The Fiscal Analyst 2 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 a lead liaison between assigned divisions and internal fiscal managers; resolves complex questions regarding budgets, grants, payments, or collections.

Coordinates and assists in the budgeting process for assigned areas; develops budget forecasts and presentations; reviews and analyzes past, present, and projected expenditures and revenues; monitors complex budget expenditures; and prepares final budget documents.

Performs advanced analysis, coordination, and reconciliation of complex, multi-funded financial data, including accounts receivables, accounts payable, budget line items, payroll, position control, revenue, and capital budgets.

Monitors and analyzes major projects, functions, and programs for fiscal compliance and performance; prepares projections and conducts advanced forecasting for long-range departmental needs.

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

Prepares, analyzes, and presents a variety of highly complex special reports, reconciliations, work papers, and statements to senior management and external agencies.

Resolves highly complex and systemic account analysis problems requiring in-depth research.

Compiles, prepares, and reviews comprehensive financial information to facilitate internal and external auditing activities.

Serves as a lead worker to lower-level fiscal staff; assigns, monitors, and reviews work; provides training and guidance on complex fiscal issues and procedures.

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

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):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Finance, Budgeting, Accounting, or a related field, and three (3) years of progressively responsible experience involving the analytical research and reporting of complex financial data; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Certified Government Financial Manager (CGFM) preferred

#### KNOWLEDGE AND SKILLS:

Knowledge of advanced budgeting principles and processes; cost accounting principles; financial modeling methods; 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 policy and procedure development practices.

Skill in using a computer and related software applications; developing and presenting a variety of complex financial statements and reports; reviewing and analyzing financial information for completeness and accuracy; interpreting and applying applicable laws, rules, and regulations; formulating and analyzing large budget documents and information; reconciling complex fiscal accounts; analyzing financial information and making sound recommendations; preparing budget forecasts; leading and monitoring the work of others; and communication and interpersonal skills as applied to interaction with coworkers, supervisors, and the general public.

#### 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.