

PERALTA COMMUNITY COLLEGE DISTRICT – August 2021

CLASSIFIED JOB DESCRIPTION

**SENIOR FINANCIAL ANALYST – CAPITAL OUTLAY
(SEIU Local 1021 Salary Range 123)
Job Code: 794**

CLASS PURPOSE

Under general supervision of the Executive Fiscal Director, performs complex professional accounting, financial, administrative analysis, and reporting duties specific to the District bond program and other special funding sources to ensure adherence to unique legal requirements, conditions, standards, and procedures associated with the funding source; provides assistance to the *Fiscal Director* with the financial analysis and administrative oversight of special projects, treasury transactions, and external audits.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as audits, fiscal year end, annual budget, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Compiles and analyzes a wide variety of bond related transactions, financial and statistical reports, statements, and summaries for compliance with sound financial practices and bond requirements; prepares reports of findings; and recommends corrective actions and solutions.
- Reviews the design and effectiveness of internal controls related to assigned bond funds and recommends corrective actions and solutions.
- Performs cash flow projections for bond funds; prepares cash flow statements for assigned fund and reviews and approves transfers or deposits in response to the funding needs of the bond program prior to the commitment of projects and contracts.
- Consults with administrators, bond program personnel, and auditors in the development and control of various accounts.
- Coordinates bond financing activities, as directed by the Executive Fiscal Director, with investment banking firms, bond counsel, underwriters, and lenders; assembles and reviews financial documents; and monitors repayment and compliance with regulations.
- Provides high-level professional accounting, financial, and administrative support to the Fiscal Director on special programs and projects such as technical preparations for the marketing, service, and sale of bonds

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- Coordinates investment of available program funds with County Treasurer, bankers and bond trustees.
- Assists the Finance department with coordination of the Accrediting Commission for Community and Junior Colleges Annual Fiscal Report.
- Researches and reports on the impact of proposed laws, regulations and procedures relating to bonds and finance
- Interfaces with State agencies and independent auditors to provide requisite financial information, documents, and reports as assigned.
- Performs technical review of bond-related financial audit reports
- Identifies computer system deficiencies; consults with computer applications specialists and programmers; makes recommendations for system corrections and modifications, and drives the implementation of new or modified systems.
- Provides written and oral reports to higher-level administrators relating to scope, schedule, and budgets within assigned program areas.
- Provides direction and training to department staff members, as needed
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A bachelor's degree from a recognized college or university preferably with a major in finance, accounting, business administration, economics, or a related field OR six years of related experience working with General Obligation Bonds and Capital Outlay.
2. Four years of full-time paid professional-level experience performing analysis related to bonds administration, finance, and/or accounting.
3. Knowledge of:
 - Principles and practices of fiscal management and reporting
 - Principles and procedures of general and governmental accounting
 - Principles and practices of auditing, accounting and internal controls
 - Banking and investment policies, regulations, and practices
 - Requirements related to the organization, servicing, and administration of bonds
 - State laws and regulations pertaining to bond measures
 - Federal, state, and local laws, ordinances, codes, and regulations, and policies affecting accounting and financial systems
 - Current trends and developments in accounting and financial management
 - Principles and practices of organization and management
 - Research, statistical, and forecasting methods used in financial and administrative analysis and management
 - Computer accounting and finance systems

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4. Ability to:

- Plan, schedule, and coordinate a variety of activities and meet important deadlines
- Develop methods and procedures to implement new policies or regulations or improve efficiency of operations
- Interpret and apply laws, rules, and regulations related to accounting and financial systems
- Analyze complex financial, administrative, and statistical data; draw conclusions, and make recommendations
- Develop and implement comprehensive systems and procedures
- Prepare accurate accounting and financial reports, statements, and documents
- Express complex concepts effectively, orally and in writing
- Provide leadership and technical assistance to others

5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Demonstrated knowledge of rules, regulations and policies regarding General Obligation Bonds and Finance.
- Demonstrated ability to train and supervise the work of the Capital Projects Coordinator.
- Willingness to establish and maintain cooperative working relationships with those contacted in the course of work.
- Demonstrated ability to speak and write effectively.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech

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- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment
- Computers and standard office machines and equipment
- Multi-line telephones
- Department-specific equipment

Revised: N/A