

FINANCIAL ANALYST I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class analyzes financial trends affecting debt and cash management activities. Responsibility involves performing complex financial analysis using complex automated financial models with multiple variables in order to project and track costs, monitor major contracts, and to establish a database of the County debt program. Work also involves preparing official statements for bond, tax and revenue anticipation notes in coordination with the Law Department, Budget Office, outside underwriters and outside bond counsel. This is the entry level of the Financial Analyst series. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs analyses of County fiscal records, and prepares reports and statistical data to be incorporated in the comprehensive annual financial report;

Participates in the management of the County's debt program, using financial models with multiple variables and automated systems, in order to track past, present and anticipated debt issuance, develop repayment schedules, and make arbitrage calculations;

Participates in the management of the County's treasury function by assisting in the preparation of the daily cash flow summary; researching information regarding the services of financial institutions and preparing summaries and recommendations; keeping abreast of current trends in the investment market to assist in the development of policies and procedures;

Evaluates specific projects to determine the cost effectiveness of alternative financing strategies, such as short versus long term financing, issuance of General Obligation (GO) debt versus long term lease agreements, etc.;

Participates in the preparation of Official Statements for the issuance of Bonds, Bond Anticipation Notes (BANs), Tax Anticipation Notes (TANs), and Revenue Anticipation Notes (RANs) with appropriate staff in the Law Department, Budget Office, underwriters, attorneys and outside bond counsel;

Prepares written reports which may involve issues such as return on investments (ROI), discounted cash flow, internal rate of return, risk analysis, ratio analysis, variance analysis and forecasting;

Conducts financial analysis of major contracts, analyzing revenue structures, cash controls, compensation, effect, etc.;

Monitors trends in the financial and economic markets, making recommendations as to the timing of the issuance of bonds and notes to insure the lowest possible costs;

Maintains the integrity and timeliness of debt schedules by maintaining bonded indebtedness schedules and bonded debt service reports;

Plans and strategizes short and long-term capital financing, and reviews the feasibility of alternative capital commitments to determine financial implications and degree of risk;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.):

Prepares fringe benefit rate schedules to budget costs;

Disseminates financial information to interested parties such as rating agencies, county municipalities requesting underlying indebtedness, financial institutions, and federal and state institutions sharing debt;

Maintains integrity of annual salary listings upon which annual pension payments are based which includes analysis of preliminary and final bills; analysis of the listing and submission of adjustments where appropriate; preparation of journal entries which divide pension costs among various department and trust groups.

Keeps abreast of all federal, state and local regulations pertaining to debt issuance and management, insures compliance and keeps the Commissioner advised of the implication of any changes.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and techniques of financial analysis including financial ratios, discounted cash flow, financial modeling, depreciation guidelines, risk and variance analysis; good knowledge of the financial alternatives available to the public sector with particular emphasis on the expanded reporting requirements of public entities; good knowledge of financial systems designs and techniques; good knowledge of the trends and developments within the investment community as they effect the public sector; good knowledge of the cost allocation procedures for grants and contracts as stipulated by federal and state governments; ability to compile and organize complex financial statistics identifying critical factors in order to draw conclusions essential to developing alternatives and formulating realistic recommendations; ability to communicate effectively, both orally and in writing; ability to understand and follow complex oral or written instructions; ability to establish and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; integrity; resourcefulness; initiative; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* in Finance, Business Administration, Economics, or Accounting or a closely related field, including satisfactory completion of 12 credits in Accounting and/or Finance and two years of experience involving financial analysis, planning or forecasting;

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree in Business, Accounting, Economics, or closely related field may be substituted for one year of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.