

FINANCIAL ANALYST II

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 or Medical Center debt and cash management programs. Work involves preparing official statements for bond, tax and revenue anticipation notes in coordination with the Law Department or General Counsel's Office, Budget Office, outside underwriters and outside bond counsel as well as assisting in the management of daily cash flow by reviewing available balances, amounts to be invested and balances on hand. This class differs from Financial Analyst I in that this is the full performance level wherein incumbents are expected to perform the full range of functions associated with financial analysis using independent judgment and initiative. This position may provide expertise and consultation to other financial and management professionals. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

Participates in the management of the County or Medical Center'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 reviewing daily cash flow summaries; provides information relating to available funds to higher level management, and may recommend amounts to be invested and to be paid out based on balances on hand;

Assists in reviewing available balances and services available to the County with a view towards investment of funds; reviews interest rates from various financial institutions to achieve the best service at the lowest cost to the County;

Assists and may supervise daily cash receipts of both incoming funds and monies remitted to other County departments to ensure that all deposits are made in a timely fashion and properly recorded in the County's financial system;

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 or General Counsel's Office, Budget Office, underwriters, attorneys and outside bond counsel;

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

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 complex 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; 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;

Provides expertise and consultation to other managers, as required;

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: Thorough knowledge of the principles and techniques of financial analysis including financial ratios, discounted cash flow, financial modeling, depreciation guidelines, risk and variance analysis; thorough 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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

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 in performing work assignments; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; integrity; resourcefulness; initiative; thoroughness; accuracy; sound professional judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: 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 four years of experience involving financial analysis, planning or forecasting.

SUBSTITUTION: Possession of a Master's Degree* in one of the aforementioned fields, including satisfactory completion of 12 credits in Accounting and/or Finance may be substituted for two years of experience as described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level 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.