



This Job Description does not constitute an employment agreement between the City and an employee and the statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills and abilities required of personnel so classified in this position. The position description is subject to change by the City as the needs of the city and requirements of the position change.

## **General Description**

The purpose of this job within the organization is to conduct complex financial analysis, oversee special projects, and provide financial recommendations to internal and external stakeholders. This role is pivotal in ensuring compliance with government financial regulations, optimizing resource allocation, and supporting strategic decision-making processes. This role is also responsible for training counterparts within the department to enhance financial knowledge and capabilities while ensuring alignment with the City's strategic goals and departmental core values.

This job works independently, under limited supervision, reporting major activities through periodic meetings.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job. Management may assign additional functions related to the type of work of the job as necessary.**

### **Essential Functions:**


Prepare comprehensive financial reports, including revenue and expenditure summaries, to provide insights into the Finance Departments and agency's performance.

Develop dashboards and presentations to communicate financial information effectively to stakeholders.

Ensure adherence to government financial regulations and policies by reviewing contracts, grant agreements, and external funding arrangements for financial compliance.

Monitor departmental spending to ensure alignment with approved allocations.

Assess the cost-effectiveness of programs and identify opportunities for cost reduction.

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Utilize advanced data analysis tools to interpret complex financial information and identify trends, risks, and opportunities.

Perform financial analysis on proposed projects to evaluate feasibility, impact, and alignment with strategic goals.

Provide training and guidance to counterparts within the Finance Department to build financial expertise and ensure consistency in financial practices.

Share knowledge of compliance standards, analysis techniques, and reporting tools to enhance team capabilities.

Ensure all financial initiatives and recommendations align with the City's strategic goals and departmental objectives.

Collaborate with leadership to integrate financial analysis into broader strategic planning efforts.

Present financial findings and recommendations to senior management, policymakers, and external stakeholders.

### **Additional Duties:**

Support grant management efforts by analyzing grant applications, monitoring expenditures, and ensuring compliance with guidelines.

Assist in capital projects by evaluating financial implications and providing strategic recommendations.

Provide recommendations for managing government debt levels and strategies for debt reduction.


Develop key performance indicators (KPIs) to measure financial efficiency and program performance.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

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Gathers, organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.

**People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

**Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

**Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid and rectangular coordinates; mathematical and classifications or schemes.

**Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

**Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

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Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office within moderate tolerances or limits of accuracy.


### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

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None.

### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires no responsibility for the safety and health of others.

### **Minimum Education and Experience Requirements:**

The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

Requires a Master's in Business Administration.

Requires five (5) years of progressive experience in financial analysis, auditing, or related fields.

### **Special Certifications and Licenses:**

Valid Texas "Class C" Driver's License.

CGFO or CPA strongly preferred.

PMP, Six Sigma, or other relevant certifications preferred.


### **Americans with Disabilities Act Compliance**

The City of Pearland, TX is an Equal Opportunity Employer. The ADA requires the City of Pearland, TX to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Emergency Management Responsibilities**

During emergency conditions, all City employees are subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and are expected to perform emergency service duties, as assigned.

### **Fiduciary Responsibilities**

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Responsible for using reasonable measures to prevent, deter, and detect fraud / embezzlement within the department.

### **Organization-wide Employee Responsibilities**

All City of Pearland employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Pearland's Ethics and Conflict of Interest policies.

All employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

To optimize performance of the organization City of Pearland employees are expected to use multi-directional communication (top to bottom, bottom to top, and across peer groups), use cross-functional teams to promote a greater understanding of the organization by employees at all levels, create to a culture of continuous learning that encourages and supports employee development and growth, embrace technology with a focus on improving service delivery, productivity and connectivity, and create an environment where innovation is supported and encouraged.