



DATE	APRIL 2021
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: IT Finance Analyst
 DEPARTMENT/DIVISION: Information Technology
 REPORTS TO: Chief Information Officer

SUMMARY: Responsible for performing fully proficient in public sector accounting, professional budgeting, cost management, and other procurement and financial management analysis work such as assisting with the departmental budget and multi-year budgeting, forecasting, automated reporting. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Performs budgeting and financial analysis work and manages the budget for the IT Department. Partner with the City’s Managed Service Provider (MSP), and other city departments in management of their technology related budgeting, financial performance, forecasting, PO and invoice processing.
- Participates in a variety of special projects in support of departmental operations, which may include: analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost- conscious decisions and actions; and/or, performing other related activities.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public accounting principles;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Knowledge of strategic planning principles;
- Knowledge of outcome-based management principles;
- Knowledge of program analysis methods;
- Knowledge of purchasing and fiscal policies and procedures;
- Knowledge of auditing principles and practices;
- Skilled in developing performance metrics;
- Skilled in evaluating quality and reviewing final work products;
- Skilled in conducting interviews, audits, and investigations;
- Skilled in conducting on-site process evaluations;
- Skilled in analyzing, interpreting, and documenting vendor contracts and pricing agreements;
- Skilled in analyzing business processes;
- Skilled in preparing budget documents and analysis;
- Skilled in working with large electronic documents;
- Skilled in reading and interpreting technical contractual documents;

- Skilled in assessing cost efficiency and effectiveness of municipal operations;
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in analyzing budget data and information;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, General Business Administration, or a related field
- 2 years' experience in either budgeting or conducting research
- Security+ certification or equivalent upon management approval within 6 months of employment
- Microsoft Certified: Data Analyst Associate or equivalent within 12 months of employment

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional climbing, balancing, stooping, kneeling, and crouching.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Work is occasionally performing in an outdoor environment, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.