



# Financial Analyst

Class Code:  
4791

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Feb 4, 2009  
Revision Date: Mar 17, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under direction, to perform professional level budget analysis; to coordinate and to direct court-wide budget development and monitoring; and to perform other other duties as assigned.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, directs, and organizes the activities of the Court's internal annual operating and capital improvement budgets for all court locations.
2. Prepares and coordinates the activities associated with the development and submission of the Court's annual baseline budget to the AOC, along with other related schedules and expense reports.
3. Prepares and coordinates submission of the Court's requests for growth funds as part of the annual state budget process; provides other budget information to the AOC upon request.
4. Recommends changes to departmental policies and procedures, systems and standards; establishes work priorities and schedules; consults with the Finance Director regarding budget issues; works with budget staff to develop written procedures.
5. Selects, trains, evaluates, supervises and coaches staff in all aspects of budget development, monitoring and analysis; manages and assigns work within the budget section.
6. Participates in the planning, installation, conversion, implementation, and maintenance of

finance or finance-related applications.

7. Monitors expenditures in accordance with the prescribed annual budget; maintain data and systems for tracking and reporting.

8. Manages the internal grant administration and reporting function.

9. Prepares internal and external monthly, quarterly, and annual budget revenue and expenditure reports.

10. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education

Possession of a Bachelor's degree in accounting, finance, business administration, economics or other business related curriculum from an accredited college or university.

And

### Experience

The equivalent to three years of full-time experience in budget development and budget related duties preferably in a governmental, municipal, or public sector environment, with at least two years of supervisory experience.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* governmental financial and budgetary principles, and practices such as the guidelines prescribed by the National Advisory Council on State and Local Budgeting (NACSLB); financial management systems and procedures; practices of personnel management and staff supervision; workload planning and multiple task management; generally accepted accounting principles (CAAP) and principles prescribed by the Governmental Accounting Standards Board (GASB) as they apply to governmental and fund accounting; effective oral and written communications techniques; personal computers and spreadsheet software; technology tools.

*Ability to* work independently and exercise discretion and sound judgment; establish and maintain effective working relationships with staff, the public, and other professionals; meet established deadlines in a timely manner; operate modern office equipment and personal computers and use specified computer applications, including word processing and spreadsheets as applicable; and maintain confidentiality of information.

## **CLASSIFICATION HISTORY:**

Date established: 2/04