

City of Fort Worth, Texas Job Description

Classification Title	Senior Financial Reporting Analyst		
Job Code:	PR5810	Job Family:	Professional
Pay Grade:	612	Date Reviewed:	07/17/23
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Provides a consistent financial planning and analysis experience that integrates planning, budgeting, forecasting and management reporting and creates a deep understanding of business performance to enhance decision making by the city departments and officials. Responsible for analyzing, interpreting, reporting, and presenting financial data to support informed decision-making by city officials and management. Responsible for managing and analyzing financial data, preparing comprehensive reports and ensuring compliance with government accounting principles and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Prepares financial statements and related supporting documents, notes to the financial statements, and budget and statistical schedules related to the compilation of the Annual Comprehensive Financial Report (ACFR).
2. Manages the annual external audit process and serves as liaison between external auditors, FMS and other City departmental staff in the completion of prepared by client (PBC) and other items list (OIL) request in the completion of the annual external audit by agreed upon deadline.
3. Creates and maintains a variety of highly complex internal and external financial reports, data analysis for the City and various business units. Reconciles accounts; prepares journal entries; provides in-depth financial review of issues; and provides explanation for significant variance of funds.
4. Reviews and understands Grant reporting for Single Audit Report (SAR), Schedule of Expenditures of Federal Awards (SEFA), and Schedule of Expenditures of State Awards (SESA).
5. Prepares and coordinates the Monthly Financial Report; Understands the annual budgeting and forecasting process for the City; actively contributes to the preparation of the annual City financial performance presentation to City Council.
6. Analyzes, evaluates, and interprets complex financial data concerning the City's financial stability, as well as current and future financial trends. This may also involve responsibility for assisting senior management with other monthly, quarterly, and yearly closing reports, as well as posting general ledger journal entries.

7. Monitors the financial health of the City's related programs and component units by reviewing and analyzing reports to include actuarial reports related to pension/OPEB, self-insurance and workers compensation, incurred but not recorded transactions (IBNR); component unit and fiduciary fund financial statements, bond agreements, and investment and bank statements.
8. Monitors and Implements Governmental Accounting Standards Board (GASB) pronouncements ensuring City compliance with GASB standards; provides technical accounting advice to Senior accountants and other department personnel.
9. Focuses on the analysis of data and development of reports and schedules related to the external ACFR, expenditure and revenue actuals, liabilities, receivables, reconciliation of various accounts and processes, payroll, debt, grant, pension and Other Postemployment Benefits (OPEB) to ensure City financial transactions are being reported accurately.
10. Calculates and prepares the Annual Reserve Requirement Supplement and respond to related inquiries from departments. Prepares Statement of Cashflow and assists departments to interpret activities affecting their cashflows.
11. Participates in board meetings of various Component Units; actively meets with Department senior management to provide analysis of financial data and impact of different financial scenarios.
12. Identifies and implements process improvements to enhance financial reporting and analysis. Updates and develops City's financial policies related to the financial reporting area.
13. Develops and provides training to staff in various departments, teams, and business units with responsibility impacting financial reporting on upcoming new standards and pronouncements.
14. Responds timely to requests for financial reporting public information from citizens, vendors, auditors and public officials in order to acquire, gather/provide information, or resolve and identify problems or required changes and to evaluate, design, develop, and coordinate the implementation of solutions.
15. Performs other related duties as required.
16. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Computer-based accounting systems, Oracle PeopleSoft.
 - Intermediate to advanced MS Excel, including V-lookups, functions, and pivot tables required.
 - US GAAP, accounting procedures, and internal controls as they relate to a GASB compliant environment.
 - Preparing financial statements, including statement of cash flows, and creating variance analyses required.

- Solid organizational skills and the ability to prioritize and manage time effectively to meet deadlines.
 - New information reporting and database technologies and procedures; project management techniques.
 - Inter-relationships of integrated accounting systems/sub-systems.
 - General trends and current developments in public sector (governmental) accounting; procedures, methods, and forms associated with automated accounting systems; and information available in various sections of the City's accounting system.
 - City and Departmental practices and procedures.
- **Skill in:**
 - Financial data analysis and problem solving.
 - Report development utilizing standard desktop software such as Microsoft Office Professional.
 - Basic skill in ERP software packages including financial reporting, accounting, and budgeting.
 - Tracking and understanding financial data (examples: revenues, expenditures and cost allocations).
 - Organization and time management.
 - Research and analysis.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze and interpret financial accounting records and reports.
 - Interpret and apply GAAP and GASB pronouncements.
 - Adhere to deadline requirements.
 - Extract data from web-enabled applications, databases.
 - Apply professional accounting principles, knowledge, and experience.
 - Establish and maintain effective working rapport.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Accounting, Finance, Business Administration/Management, Public Administration or a related field and three years of increasingly responsible financial reporting, accounting, and auditing experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work-Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.