



EXTERNAL JOB POSTING

Job Title: **Financial Reporting and Management Analyst (Staff Associate IV)**
Biweekly Salary: **\$3,964 (Step 1) \$4,818 (Step 5)**
Annual Salary: **\$103,064 (Step 1) - \$125,268 (Step 5)**
Final Filing Date: **April 7, 2017 COB**

The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking an experienced Financial Reporting and Management Analyst for the Finance and Accounting Department.

BRIEF DESCRIPTION:

This professional position is responsible for oversight of difficult and complex professional level accounting and fiscal analysis work, preparation of sophisticated fiscal, administrative and accounting reports and maintenance of accounting and fiscal records. Duties will include a wide variety of activities within project areas.

This position will receive general direction from the Deputy Director of Finance and Administration and the Finance Supervisor and will work closely with senior/project managers to collect and communicate information regarding project budgets and expenses. This position will work closely with and may supervise staff performing functions related to accounting operations such as billing and accounts receivable.

JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

Budget

- Support Deputy Director of Finance and Administration in the preparation of the Agency's annual budget, analyze prior year budget to actuals, update Agency staffing model and operating budget assumptions, and calculate the overhead rate;
- Collaborate with Project Managers to develop project budgets, collect project expense data, ensure budget and expenses are within ROPS authority, explain budget to actual information, resolve budget issues, and review, explain, and mitigate budget variances;

Accounting and Financial Reporting

- Perform complex accounting transactions related to bond reconciliation and bond accounting for bond sales and refunding;
- Provide assistance to internal and external auditors, support year-end close, and support preparation of OCII financial statements by preparing pertinent financial and accounting reports, records, statements and required audit schedules;
- Prepare comprehensive, clear, concise and highly complex accounting and statistical reports, including budget to actual, project, contract accounting reports, revenue, loan and accounts receivable reports;
- Present information concerning project and contract finances to agency staff, translating complex financial information and material into understandable written and oral formats by communicating clearly, concisely and effectively in both written and oral forms;

Accounting Operations

- Develop, maintain and distribute, as necessary, a current financial policies and procedures manual, assist in preparation of written instructions for system use and assist in the training for their application;
- Monitor day-to-day function of accounting operations as assigned, ensuring performance objectives are met, resolving issues, and elevating to Deputy Director of Finance and Administration, as necessary, functions could include billing developers for labor and non-labor costs and accounts receivable;
- Support financial reporting and operations related to Community Facilities Districts.

MINIMUM QUALIFICATIONS:

Any combination of experience and training necessary to provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business or public administration. A Master's Degree in a related field and/or a CPA certificate is desirable.
- Six years of progressively responsible accounting and auditing experience, including some supervisory experience, or an equivalent combination of training and experience.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: 415-749-2502

MAIL: **Office of Community Investment and Infrastructure**
Human Resources Department – Attn: April Ward
1 South Van Ness Avenue – 5th Floor
San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.