



## EXTERNAL JOB POSTING

Job Title: **Senior Financial Analyst**  
Biweekly Salary: **\$5,652 (Step 1) - \$6,870 (Step 5)**  
Annual Salary: **\$146,952 (Step 1) - \$178,620 (Step 5) (Salary reflects 01/06/2024 COLA)**  
Final Filing Date: **EXTENDED - January 26, 2024 COB**

The San Francisco Office of Community Investment and Infrastructure (OCII or Agency) is seeking a Senior Financial Analyst who also serves as the OCII Debt Manager.

OCII is the Successor Agency to the Redevelopment Agency of the City and County of San Francisco and is responsible for completing various public and private development projects in Transbay, Mission Bay, and Hunters Point Shipyard/Candlestick Point. At full build out, these areas will provide almost 22,000 housing units, 14 million square feet of new commercial space, and over 400 acres of parks. OCII is responsible for implementing enforceable obligations approved by the State of California, funding additional affordable housing to replace units destroyed during urban renewal, as well as winding down and transferring completed assets to the City and County of San Francisco and other parties.

### BRIEF DESCRIPTION:

To perform a variety of complex financial analysis for the Agency; to perform and participate in the investments of the Agency's excess funds, including to maintain banking relationships; to perform and direct the most advanced and complex activities related to tax increment and other revenues projections, the budget administration, debt issuance, investments, and other financial activities of OCII; to prepare compliance and management reports; to serve as OCII Debt Manager with day-to-day responsibility for implementing and managing OCII's debt program. Click [here](#) for OCII Debt Policy.

### JOB RESPONSIBILITIES:

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

- Prepare and participate in the administration of tax allocation and CFD bonds, including the selection and contracting process for consultants necessary for issuance, payments due and the monitoring of funds; ensure compliance with arbitrage restrictions; coordinate the dissemination of funding to fiscal agents; respond to related inquiries from trustees, developers and bondholders.
- Prepare debt service schedules and other bond cost to be reported on the Recognized Obligations Payment Schedule (ROPS).
- Assist in preparing the annual OCII budget.
- Assist in projecting the Agency's and specific project's future financing needs and capacity, specifically on the Agency's future tax increment, project-to-completion budgets and revenue/costs; consider alternative scenarios.
- Prepare tax increment and lease revenue projections; funnel revenue into appropriate accounts and prepare related reports; work with the Office of the Controller on developing, implementing and maintaining a formal system for tracking tax increment.
- Perform the treasury functions of the Agency; coordinate and direct the investment of excess cash in maturities designed to correspond with cash flow projections in order to ensure the maximization of yield on investments and the timely availability of funds; prepare budgets for investment income and assist in setting investment income goals; research and analyze comparative investment income yields and performance of

investments with which the Agency has commitments; invest excess funds; maintain banking relationships; monitor all investments; oversee and provide information on all Agency investment accounts.

- Prepare comparative analyses and financial projections of program-wide activities; prepare various required reports from various entities and City departments, budget-to-actual variance report for the Board of Supervisors, statement of indebtedness, and Mello-Roos district transaction reports.
- Research, prepare and coordinate other reports and special assignments, especially related to Agency financial investments and bonding programs as required.
- Assist and provide information to the Agency's external auditors during the annual examination of the Agency's financial records.
- Assist with the development and implementation of internal control systems including policies and procedures.
- Compute rebate liability on the Agency's tax exempt bonds to comply with federal tax laws.
- Assist the Deputy Executive Director in debt issuance activities; evaluate feasibility of refinancing; and review official statements.
- Manage special projects as assigned by executive management.
- Build and maintain positive working relationships with co-workers, other Agency employees and the public.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS:

Minimum qualifications include any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and capabilities would be:

- Six years of increasingly responsible experience in budgeting, financial analysis, debt issuance, and investments.
- Equivalent to 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 is desirable.

### 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 10.50% Classic Employee Contribution; 11.50% for PEPR 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](http://www.sfocii.org) under Employment Opportunities.

### PACKETS CAN BE EMAILED (or) FAXED ONLY:

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

FAX: Fax 628.652.1521

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