# CITY OF HOUSTON

**JOB DESCRIPTION**

Job Code: 356.1

Job Title: **FINANCIAL ANALYST I**

Pay Grade: 15

## GENERAL SUMMARY:

Performs routine technical work involving analysis of financial statements and reports, preparation of work papers, schedules, graphs, charts and reports. Develops preliminary interpretations and provides recommendations to management.

## RESPONSIBILITIES:

- Assists department accounting staff in meeting their financial and accounting functional goals. Maintains financial programs in accordance with established procedures.
- Analyzes financial statements and reports.
- Assists in the design and development of financial policies and procedures.
- Assists department representatives in the review and evaluation of selected financial reports.
- Performs other duties and special projects as requested.
- Compiles financial data and prepares work papers, schedules, graphs and charts as required.

## SPECIFICATIONS:

**KNOWLEDGE:**
Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

**EXPERIENCE:**
No experience is required.

**Substitutions:** Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Finance, Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

**COMPLEXITY:**
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

## SPECIFICATIONS: (continued)

**IMPACT OF ACTIONS:**
Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

**SUPERVISION EXERCISED:**

**Direct Supervision:**
No direct report employees.

**SUPERVISION EXERCISED:**

**Indirect Supervision:**
No indirect reports.

**CONTACTS:**

**Internal Contacts:**
Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

**External Contacts:**
Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

**PHYSICAL EFFORT:**
The position is physically comfortable; the individual has discretion about walking, standing, etc.

**WORK ENVIRONMENT:**
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

**PHYSICAL SKILL:**
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

## JOB FAMILY:
Financial Analyst I
Financial Analyst II
Financial Analyst III
Financial Analyst IV

*Effective: October 1990*
*Revised: December 2020*
*Revised: September 2025*