CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 356.2

Job Title: **FINANCIAL ANALYST II**

Pay Grade: 18

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Assists department representatives in the implementation of new financial programs and procedures.
- Analyzes financial statements and reports.
- Compiles financial data and prepares work papers, schedules, graphs and charts.
- Prepares interpretations of analysis and submits recommendations.
- Assists in the design and development of financial policies and procedures.
- Advises department accounting staff in developing and strengthening their financial and accounting capacities.
- Advises department representatives in the review and evaluation of selected financial reports.
- Performs other duties and special projects as requested.

SPECIFICATIONS:

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

EXPERIENCE:
One year of professional experience in finance, economics, budget analysis or a closely related field are required.

Substitutions: Five 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 three years of pertinent professional or para-professional experience may substitute for the education requirement. A Master's degree in a field directly related to the job may be substituted for the above experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and procedures.

IMPACT OF ACTIONS:
Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

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