CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 356.3

Job Title: **FINANCIAL ANALYST III**

Pay Grade: 21

GENERAL SUMMARY:

Assists in coordinating the development and implementation of a variety of financial policies, programs, techniques and analyses to effectively prepare budgets and special projects.

RESPONSIBILITIES:

- Coordinates, prepares and reviews budget and economic projections and analyses.
- Compiles and interprets statistical data related to departmental operations and performance.
- Provides technical assistance and acts as liaison to other departments to improve working relationships and assist in problem solving.
- Assists in preparing, reviewing and interpreting policies, procedures, ordinances and regulation changes.
- Prepares and develops manuals, reports, special cost analyses and forecasting of data.
- Compiles and interprets statistical data related to departmental operations and performance.
- Monitors goals and objectives.
- 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:
Three years of professional experience in finance, economics, budget analysis or a closely related area are required.

Substitutions: Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in Finance, Accounting, Business Administration or a closely related field may be substituted for two years of the above experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:
Errors in work could lead to significant 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: December 2025