CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 356.4

Job Title: **FINANCIAL ANALYST IV**

Pay Grade: 25

GENERAL SUMMARY:

Leads or supervises the development, implementation and monitoring of various financial activities, policies and procedures to effectively manage budgets, programs and systems.

RESPONSIBILITIES:

- Develops, monitors, analyzes and updates various reports, records, projects and plans.
- Develops, coordinates, monitors, analyzes and updates budgets.
- Develops and reviews internal audit and review procedures.
- Processes financial transactions.
- Acts as a liaison to external agencies and organizations to provide assistance in handling inquiries, complaints or problem areas.
- Reviews, analyzes and recommends enhancements to financial programs and systems.
- Coordinates and conducts special projects.
- Monitors and implements line-item projections for specific accounts.
- Performs other duties as requested by division and department head.

SPECIFICATIONS:

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

EXPERIENCE:
Four years of professional experience in finance, economics, budget analysis or a closely related field 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 is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
May lead or supervise less experienced Financial Analysts in assigned area.
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 primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

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: August 2025
Revised: December 2025