

CITY OF RICHARDSON

JOB TITLE: **SENIOR FINANCIAL ANALYST** APPROVED: _____
DEPARTMENT: Finance – Tax
CLASS. CODE: 00533
CIVIL SERVICE: X NON-CIVIL SERVICE: EFFECTIVE: 10/21/2015
COMPETITIVE: X NON-COMPETITIVE:
EXEMPT: X NON-EXEMPT:
FULL TIME: X PART TIME:

JOB SUMMARY:

Under direction of the Tax Assessor-Collector, provide analytical support related to economic development, property taxes, hotel/motel occupancy taxes and other Finance projects. Perform research tasks and prepare analyses and other reports for upper level management. Perform other related work as required.

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ESSENTIAL JOB FUNCTIONS:

Administer economic development agreements, including tax abatements, 380 agreements, and tax increment financing agreements by evaluating for compliance, preparing analysis and communicating with City staff, attorneys, and other parties. Oversee administration of the City’s hotel/motel occupancy tax ordinance and monitor and collect assessments for property liens. Assist in monitoring state legislative bills affecting the City’s economic development and tax process and provide reports and briefings for upper level management. Assist the Tax Assessor-Collector in completing the annual property tax certification and budgeting processes. Manage the daily operations of the Tax division in the absence of the Tax Assessor-Collector. Work with appraisal districts and county officials to research and report on property tax issues. Conduct research and analysis for economic development, budget and other finance tasks as directed by the Tax Assessor-Collector, Treasurer & Revenue Manager, or Director of Finance. Prepare executive summaries and recommend courses of action to supervisory personnel and upper-level management. Administer projects in the Finance Department as needed. Read and interpret difficult source documents and computer screens. Communicate courteously and effectively with other city employees, officials, and the public. Coordinate effectively with coworkers and personnel from other departments. Effectively use personal computer with financial, word processing, e-mail, and other software. Answer telephones. Sit for extended periods of time. Operate various office machines.

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OTHER JOB FUNCTIONS:

May be required to carry, hold, lift, push and pull a minimum of 35 pounds of computer paper. Keep assigned areas clean; retrieve records and/or supplies from storage room.

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REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Bachelor’s degree required in public administration, finance, business, or a related field. Master’s degree in same fields preferred. Valid Texas Class C Drivers License required. Designation as a Class 4 Assessor (RTA) or Class 3 Collector (RTC) from the Texas Department of Licensing and Regulation preferred, or must obtain Class 4 Assessor (RTA) certification as administered by the Texas Department of Licensing and Regulation within five years.

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EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Minimum of two years of responsible experience in public administration, auditing, banking, or finance preferred. Strong interpersonal skills required, with ability to form and maintain effective working relationships with peers, public officials, and the public. Must have: good analytical and problem solving skills; good knowledge of municipal operations and organizational structures, legal and political environments of local government; good knowledge of budgeting, and financial analysis. Skill required in use of computer and finance-related software. Experience with Geographic Information Systems (GIS) a plus.