



We invite applications for the position of:
SENIOR FINANCIAL ANALYST
\$95,732 to \$119,665 Annually
(Plus a comprehensive benefits package)

"I enjoy working in FASD because the work is both challenging and fulfilling and that has enabled me to grow professionally."
- Rafaela O. Duran, Principal Financial Analyst

Why Consider Working for the City of Mountain View?

It's simple. You'll be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. At the City of Mountain View, you will work alongside a team of dedicated, focused and highly motivated professionals, who contribute their talents and commitment in providing essential public services to our residents and businesses on a daily basis.

About Our Team

Here is an exciting opportunity for a highly qualified professional to join a great organization and make valuable contributions as a Senior Financial Analyst in the Finance and Administrative Services Department (FASD). We are seeking very analytical, highly skilled, and talented professional who can work in a fast paced environment with attention to detail and accuracy. The Senior Financial Analyst will routinely perform analysis as it relates to the function of managing cash flows and treasury, as well as financial analysis including budget, debt issuance and management, systems implementation and support, and other financial projects as needed. You can review the detailed job description for [Senior Financial Analyst](#) on the City's website.

What You Bring

- Three years of increasingly responsible financial administrative and analytical experience related to City-wide budgeting, revenue forecasting, treasury, debt issuance or special analytical projects.
- A bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field.

Bonus Points (Highly Desirable!)

- Experience in treasury and portfolio management.
- Experience in debt issuance and management.
- Experience with system implementation and support.
- Experience at a governmental agency.
- A master's degree in business or public administration, or Certified Public Accountant.

What You'll Do

- Manage daily cash flow using daily banking, AP check run, payroll, and other financial information; set up wires and transfers in the online banking system as needed for payments and cash flow purposes; analyze and recommend placement of funds to meet policy guidelines.
- Manage banking relationships, analyze bank costs and implement new banking functions as needed.
- Update and prepare complex Excel spreadsheets and reconcile data for accuracy.
- Provide complex research, development, data analysis and implementation of policies, programs, procedures and special projects.
- Assist with the issuance of debt and manage current debt including continuing disclosure requirements.
- Work with staff from all departments to provide information and assist with financial data and analysis.
- Write and present comprehensive, concise, and clear reports, memos, and other communications.

Who You Are

- Innovative doer, who welcomes challenge, is resourceful, and works well both independently and with others.
- Finds it extremely rewarding to work with numbers and perform extensive research and analysis.
- Accurate and detail oriented individual who enjoys reviewing complex documents, looks for consistency, and is able to interpret complex legal language.
- Professional adept at quickly learning new tasks and who thrives in a team-oriented, results-driven, challenging and fast-paced environment.
- Exceptional communicator (oral and written) with superior interpersonal skills.
- Multi-tasker who is able to juggle multiple priorities with proven project and time management skills.

What We Offer

- Comprehensive benefits package including generous paid leave and group health coverage.
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction.
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related bachelor's or master's degree.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Management Development Funds - \$1,000.00 annually.
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program.
- Employee appreciation days and activities.

Are You Ready? Apply.

Submit your application, supplemental questions and resume online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Application Deadline

Application materials will be screened on a continuous basis with a **first application review date of Thursday, April 25, 2019**. The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- On-site multiple choice exam tentatively scheduled for **Thursday, May 16, 2019 and/or Friday, May 17, 2019**.
- Candidates who pass the multiple choice exam may be invited to the oral board interview (weighted 100%) and practical Excel exam, tentatively scheduled for **Wednesday, May 29, 2019**.
- Candidates who pass the oral board interview may be invited to interview with the Finance and Administrative Services Department staff for a more in-depth discussion regarding the position and their qualifications for the position.

Depending on the number of applications, the above process may be altered.

The Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check, a criminal history questionnaire and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

**CITY OF MOUNTAIN VIEW
SENIOR FINANCIAL ANALYST
SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following questions and submit with the application. Please no more than one page for each question.

1. Please list your level of expertise using Microsoft Excel.

- Advanced (graphs, pivot tables, creating and linking formulas)
- Intermediate (basic formulas, color-coding, sorting, filters)
- Beginner (basic data entry)
- No Experience

2. Briefly describe your professional experience and the total number of months/years performing duties related to the treasury, debt issuance and management, and/or financial analysis functions.

3. Please describe your most challenging project. Name two issues that were most difficult and describe how you approached those challenges.