

Job Title: SENIOR FINANCIAL MANAGEMENT ANALYST (Grants)

Opening Date/Time: Tue. 07/18/17 12:00 AM Eastern Time

Closing Date/Time: Continuous

Salary: \$57,158.40 - \$88,254.40 Annually

Job Type: Full Time

Location: City Hall, Fort Lauderdale, Florida

Department: City Manager

[Print Job Information](#) |

THE POSITION	Benefits	Supplemental Questions
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The City of Fort Lauderdale is seeking dynamic and goal-driven employees. Employees that are motivated to ta challenges and rewards in the field of local public service. Employees who are passionate about making a differe mission: We Build Community, in a fast-paced organization that operates by vision, strategy, and action. Would you fi



Senior Financial Management Analysts work in the Division of Budget/CIP (Community Investment Plan) and Grants Office. They serve as fiscal and management consultants to departments and as staff advisors to the City Manage

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<p>assigned specific City departments and are responsible for coordinating and developing recommendations for resources and issues throughout the year. Work performed includes budget monitoring, forecasting, and operational analysis.</p>		
<p>This particular Senior Financial Management Analyst will have responsibility for centralized grants management including coordinating grant-seeking activities, conducting periodic internal quality assurance/quality improvement audits on grants, liaising with any grant research software company, conducting training in the areas of grant program development, research best-practices, specialized project support, asset mapping, needs assessments, database development and maintenance as requested. This position will also be responsible for examining grant applications for completeness and conformity with regulations and prevailing policies, quality control, impact on and/or duplication with other departments, and inclusion of priorities.</p>		
<p>Employees in this class conduct in-depth administrative and operational studies; develop and perform statistical and research reports for departments regarding budget issues, draft policies and procedures, assist in the maintenance of proper budgetary control, prepare financial and budget reports; and participate in a wide variety of related complex special assignments and projects requiring attention to detail and a high level of analytical ability in order to provide input in the formulation of the City's budget. Employees are proficient in the use of appropriate computer programs and have expert level proficiency in the use of Excel and other software and have the ability to analyze financial and other data.</p>		
NOTE:		
<p>This position is an at will position and not subject to Civil Service Rules or any collective bargaining agreement.</p>		
<p>This position will remain open until a sufficient number of applications have been received.</p>		
<p>This job classification is in Management Category IV for benefits purposes.</p>		
<p><i>The City offers a wide variety of benefits to their employees. In addition to the competitive benefits package, we offers 401(a) participation with a 9% City contribution and no employee match!!</i></p>		
THE REQUIREMENTS:		
<p>1. Possess a Master's degree from an accredited college or university with major course work in public administration, statistics, business, economics, or other appropriate field.</p>		
<p>2. Possess at least two (2) years of responsible professional experience in budgeting, accounting, auditing, or in performance management analysis work. Governmental experience in the above-noted areas is preferred. Additional qualifications may be substituted on a year-for-year basis for the required college education.</p>		
PREFERENCES:		
<ul style="list-style-type: none"> • Related financial government experience. • Experience in the management, auditing, and program development of grants. • Considerable knowledge of the principles, practices, rules, regulations and procedures of budget monitoring and reporting. • Considerable knowledge of the principles of management analysis, benchmarking and best practices. • Considerable knowledge of local governmental operating and capital budgets and accounting principles, records and procedures. • Knowledge of the principles and practices of management and public administration, including organizational concepts. • Knowledge of practical research techniques and of the sources and availability of current information. • Ability to analyze and monitor complex departmental operating and capital funds including revenue and expenditures from initial budget submission and development to year-end closeout. • Ability to communicate in a clear and concise manner and to persuasively support recommendations in writing. • Ability to work independently, in a creative and innovative environment, and to be willing to explore and/or alternative service delivery approaches. • Ability to establish and maintain effective working relationships with department officials, city employees and the public. • Expert level proficiency in Microsoft Excel and Office Suite. 		

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THE EXAMINATION AND HOW TO APPLY:		
Submit cover letter and resume only, not the standard City of Fort Lauderdale employment application, to:		
Charmaine Crawford, Administrative Assistant II Budget/CIP and Grants Division 101 NE 3rd Avenue, Suite 1400 Fort Lauderdale, FL 33301 ccrawford@fortlauderdale.gov		