
TITLE: Debt Management Analyst

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DEPARTMENT: Finance and Management Services

REPORTS TO: Finance Manager

SUPERVISES: Serves as Lead on Project Basis

DEFINITION:

The Dept Management Analyst manages the City's debt portfolio and performs a variety of complex finance, budget and accounting duties.

The Debt Management Analyst works with little supervision, exercising independent judgment on a recurring basis, performing financial analysis and forecasting in assigned areas, and resolving technical problems. Conducts special research projects as assigned.

DISTINGUISHING CHARACTERISTICS

The Debt Management Analyst is distinguished from the Accountant II position in that coordination, issuance and monitoring of City debt is more complex and has a much broader influence on the City than assignments typical for an Accountant II. The Debt Management Analyst also assists with more complex rate modeling, calculations and analysis on a regular basis.

The Debt Management Analyst is distinguished from the Financial Analyst in that the essential functions are specific to the City's debt portfolio. The Debt Management Analyst does not provide financial analysis support for union contract negotiations.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates debt issuance and refinancing transactions including oversight of advertising, timelines and schedules of participants, information provided to financial advisors and rating agencies, and monitoring and assessment of the performance of financial advisors. Develops components of Official Statements (financial, legal and demographic) for bond sales. Drafts initial and ongoing communications regarding debt issuance for the Mayor and City Council and executive management.

Manages legally mandated reporting requirements including continuing disclosure requirements (annual and material event disclosures) promulgated by the SEC and arbitrage rebate calculations and submittals promulgated by the IRS.

Researches and interprets new and existing Municipal Securities Rulemaking Board (MSRB), SEC, IRS and ORS regulations, accounting pronouncements from GASB and FASB, and City Code and implements them into City policies, procedures and practices for recording and reporting of financial information.

Analyzes the appropriateness of debt issuance to fund operating and capital programs.

Monitors the City's debt portfolio for cost saving opportunities. Regularly reviews the City's debt portfolio instruments and recommends opportunities for cost savings to the Finance Manager and

Finance and Management Services Director including refinancing opportunities with analysis of related costs, variable and fixed interest rate comparisons, and arbitrage analysis.

Prepares debt service funds financial, budget and accounting analysis and reporting for debt including: projections, annual proposed budget for all debt service funds, scheduling debt service payments, accounting entries and reconciliations, and federal and state compliance reports.

Develops requests for proposals, performs as ongoing City liaison to financial advisors, underwriters, bond counsel, paying agents, arbitrage consultants, banks and rating agencies.

Provides advanced technical research and accounting support to the Accounting Division during the annual financial audit and preparation of the Comprehensive Annual Financial Report. Prepares all audit workpapers, journal entries, periodic fund reconciliations, fund transfers (budgetary and GAAP) and financial reporting schedules related to debt and leases (capital and operating).

Provides advanced technical research and financial support to the cash and investment management functions. Supports the City's Cash and Investment Analyst in preparing banking services analysis, initiating investment transactions, acting as liaison to investment services advisor, LGIP services, monitoring daily investment and cash transaction activity.

Performs analytical reviews of city's financial performance for all debt service funds; validate findings with city staff, make corrective actions to financial records if needed, advise city staff on courses of action to maintain favorable budget variances, cash balances, and reserves.

Performs evaluations of accounting controls within city departments, identifies weaknesses and makes recommendations for improvements to Finance Manager.

OTHER JOB FUNCTIONS

Prepares interim financial management reports on assigned funds.

Manages consulting contracts on a project basis.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings.

QUALIFICATIONS:

Knowledge of:

- Legal and administrative requirements for municipal debt.
- Economic and forecasting methods and procedures.
- Financial policies, strategic and long range financial planning.
- Governmental accounting and Oregon budget law.

Ability to:

- Conduct complex financial and policy analyses and research.

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- Interpret, design, implement and maintain complex forecast and financial models based on fund/department/program information.
- Perform financial projections, validate assumptions, and support findings.
- Maintain complex specialized records and prepare narrative and related reports.
- Manage multiple priorities; initiate, plan, organize and complete projects.
- Understand and utilize complex financial systems and EXCEL software.
- Communicate effectively, both orally and in writing to a diverse audience.
- Establish and maintain effective working relationships with all contacts.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in Accounting or Finance and three years of professional, technical financial and/or accounting experience, preferably in the public sector working with municipal debt.

Licenses, Certificates, and Other Requirements

None.

Approved: 3/16/09

Union Code: GU
FLSA Status: EX
(treated as non-exempt per union contract)