



City of Tempe

ARTS AND CULTURE FINANCIAL ANALYST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	587	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Municipal Budget & Financial Analyst
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general direction from the TCA General Manager.
Exercises supervision over other professional and administrative support staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of responsible professional administrative or program management experience in a public agency, of which three (3) years must have included significant financial analysis and control. Some supervisory experience is desirable.
<i>Education:</i>	Equivalent to a bachelor’s degree from an accredited college or university.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a variety of complex and responsible professional financial analysis and administration duties related to the Division of Arts and Culture at the City of Tempe and Tempe Center for the Arts to provide complex staff assistance to the TCA General Manager; to functionally supervise other professional and administrative support staff.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Financial analysis and financial administration work involving economic models, financial projections, and tracking routines. Create efficient best practice policies based on research and economic model findings.
- Prepare and administer the operating and capital improvement budget. Track expenditures and revenue. Supervise monthly closing process and consolidate financial statements for external reporting.
- Reconcile bank, ticketing, and CRM statements for monthly financial, development and cash flow reports.
- Build and customize financial reports for Box Office and Institutional Advancement, as needed. (i.e. grants, receivables, etc.) Prepare event settlements, as needed.
- Supervise other professional and administrative support staff members in the area of their financial, contractual, and/or cash handling duties.
- Track and post all credit card transactions and reconcile statements regularly for accuracy and oversight.
- Prepare financial reporting projections for several revenue generating departments and provide timely revenue projections to TCA General Manager.
- Become proficient in booking and ticketing software and any other systems adopted by the organization to support the financial and administrative functions.
- Manage and execute contractual obligations for artists and vendors. Prepare artist payments and manage artist settlements/profit & loss statements, as needed. Create and conduct RFPs for consideration for new vendor relationships.
- Supervise and prepare, administer and monitor grants and donations including preparation of financial & budget reports for grant reporting.
- Manage outsourced food and beverage vendor to ensure satisfaction of relationship.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective September 2020</i>