

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Senior Business Strategist

**Department:** Administration

**Pay Grade:** 516

**FLSA Status:** Exempt

**Job Code:** A137

### JOB SUMMARY

The purpose of this classification is to create and analyze financial models, including predictive financial models, to support data-driven decision-making processes. This role involves working closely with various departments to provide financial insights and recommendations, support tax investments for economic development, develop and analyze new business opportunities, and forecast long-term operating costs.

### ESSENTIAL JOB FUNCTIONS

- Develop, maintain, and analyze complex financial models to support business planning, forecasting, and decision-making processes.
- Create predictive financial models to forecast future financial performance based on historical data and market trends.
- Analyze financial data and trends to identify potential risks and opportunities for the organization.
- Analyze revenue-backed bonds and provide insights on their financial implications and viability
- Develop and analyze new business opportunities, providing financial insights and recommendations to support strategic initiatives.
- Forecast long-term operating costs and assess their impact on the organization's financial health.
- Prepare detailed reports and presentations to communicate financial insights and recommendations to senior management.
- Assist in the budgeting and forecasting process, ensuring alignment with organizational goals.

- Conduct variance analysis to compare actual financial performance against budgeted expectations.
- Collaborate with the City's economic development team to support financial analysis for development projects and initiatives.
- Support tax investments for economic development by providing financial analysis and recommendations
- Collaborate with other departments to gather necessary financial information and provide support for financial projects.
- Monitor financial performance and provide insights on cost-saving opportunities and efficiency improvements.
- Assist with budgetary forecasting, tracking of contractual obligations, and management of financial data in systems.
- Analyze revenue variances relative to the adopted budget and prepare monthly management reports including recommendations.
- Prepare monthly and quarterly financial reports and other financial analyses as needed.
- Research, analyze, and produce financial records for internal and external reporting purposes, including publications, to demonstrate city compliance with state statutes.
- Responsible for monitoring, tracking, and responding to all customer inquiries.
- Applies organizational policies. Selects from multiple procedures and methods to accomplish tasks.
- Must have ability to analyze complex financial data.
- Manage complex special projects, programs, and studies as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in accounting, finance or a related field; supplemented by two (5) years of experience in budget and/or financial analysis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- None

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of the regulations, ordinances, and standards governing municipal finance and budget programs; principles, practices, methods and terminology of accounting, budget preparation and management; and philosophy, theory and principles of public administration.
- Knowledge of automated financial record-keeping systems and Generally Accepted Accounting Procedures (GAAP) and standards established by the Governmental Accounting Standards Board (GASB).
- Ability to research, analyze, reconcile, and report accounting and budget information involving multiple accounts, budgets, funding sources and projects; review and analyze

accounting and budget documents; and prepare accurate accounting and budget reports and documents for business planning and evaluation.

- Skill in operating a computer, including demonstrated experience in creating complex spreadsheets.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Provide reliable and timely financial information; Manage public finances honestly and transparently.
- Ability to interface with multiple functions within the city and build strong relationships.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*