



## **Financial Analyst #02575**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 18, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** 16

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Administer the City's Set-Off Debt Collection (SODC) program; and perform research and analysis in all aspects of governmental finance, as well as other areas of municipal operations.

### **Representative Work Functions and Responsibilities**

- Coordinate preparation and submission of delinquent accounts receivable files from City departments to include the files in the SODC Program; and prepare consolidated master accounts receivable files for submission to the State Department of Taxation.
- Communicate with the public, City departments, governmental leaders and the offices of elected members of the Virginia General Assembly to provide information on delinquent accounts.

- Maintain detailed files and meet precise deadlines for each account to meet state guidelines on collected funds owed the City.
- Receive, account for, and prepare detailed reports concerning funds collected to determine the effectiveness of the SODC program.
- Provide supervision of staff for the SODC program to ensure that work processes are carried out efficiently.
- Design accounts receivable recovery systems for City departments to ensure efficient revenue collection procedures.
- Provide financial analysis consulting services to City departments and as a formal member of ad hoc task forces to provide information on the financial impact of actions under consideration.
- Perform detailed and complex analysis concerning topics covering all areas of governmental finance to prepare comprehensive written reports or oral reviews that provide alternatives and recommendations for change when necessary.
- Review leases and other contractual agreements to identify points to be negotiated or changed.
- Analyze the financial impact of proposed State legislation to recommend positions to be taken on such by the City's General Assembly delegation.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Ensure the efficient operation of the SODC program in order to maximize the recovery of delinquent accounts receivable.
- Tactfully communicate with the public and governmental leaders regarding SODC collection activities.
- Accurately develop and analyze accounts receivable collection programs for City departments.
- Competently provide financial consulting services to City departments and task forces
- Proficiently prepare analytical financial reports.
- Provide accurate review of proposed legislation and leases and their contractual agreements providing effective supervision of SODC staff to ensure timely completion of assigned tasks.

## **Minimum Qualifications**

Bachelor's degree in finance or related and seven (7) years of experience utilizing the knowledge, skills, and abilities associated with such positions as financial planner, financial manager, or investment manager OR an equivalent combination of education (above high school level) and/or experience equivalent to eleven (11) years in fields utilizing the knowledge, skills, and abilities associated with this position.

## **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### **DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*