



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

Department of Human Resources
Invites Applications For The Position Of:

Finance Officer 2 Revenue Analyst

#

An Equal Opportunity Employer

Open Competitive Job Announcement

Must apply online at: www.nashville.gov

SALARY: \$47,413.00 / Year

ISSUE DATE:

FINAL FILING DATE:

Position Description:

This position is located in the Department of Finance and is responsible for performing professional and technical duties involved in revenue analysis, financial/economic research and analysis, modeling and forecasting. This is a highly technical position with visibility and coordination of work activities. The preferred candidate will be comfortable with working with high volumes of data, and at the same time be able to interpret and communicate those numbers and trends effectively in a fast paced environment.

Major Job Responsibilities:

- Researches, analyzes, interprets, and produces various revenue analysis
- Accumulates, consolidates, and effectively presents revenue information from disparate sources
- Prepares reports and presentations of revenue analysis and findings
- Assists with maintaining a manual of various revenue sources, legal authorization and revenue trends of all revenues collected by the government
- With supervisory assistance, consolidates and evaluates short and long term revenue forecasts and generates enterprise-wide roll-ups and critiques on various revenue sources
- Works in a collaborative environment but takes ownership of assigned tasks
- Multitasks and adapts to shifting priorities
- Ability to perform multiple assignments with limited supervision
- Assists with improving revenue management reporting quality by analyzing metrics and recommending appropriate action plans
- Assists with long term financial planning activities
- May deliver training
- May serve on committees, advisory groups, and panels as required
- May perform other professional finance functions, as assigned

Minimum Qualifications:

Bachelor's Degree and some professional-level experience in finance, public administration, economics, mathematics or related discipline.

Valid "Class D" Driver's License

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

Preferred Knowledge/Abilities/Experience:

- Strong quantitative and qualitative analytical skills and abilities
- Some background in revenue management analytics and metrics
- Knowledge of the principles and practices of governmental budgeting, policy analysis, and budget implementation
- Advanced skill with MS Office software, including Word, Excel, and PowerPoint to facilitate financial analysis
- Knowledge of J.D. Edwards Enterprise One software
- Master's Degree in finance, public administration, economics, mathematics or related discipline
- Excellent written and verbal communication skills
- Ability to work within strict deadlines
- Strong interpersonal skills with a demonstrated ability to establish and maintain meaningful external and internal relationships

NOTE: Background checks are performed on candidates considered for employment with Metro

****An incomplete application or missing documents may result in disqualification****



Requests for ADA accommodation should be directed to david.sinor@nashville.gov