

# FINANCIAL ANALYST

## Competency Profile

**Description of Work:**

Financial Analyst reviews; evaluates; regulates and audits; compliance, integrity, credibility, accuracy, and accountability of financial programs and business operations in North Carolina. Employees provide expert and/or technical counsel to staff, management, local, regional, state, and federal representatives, consultants, regulated utilities and businesses as needed regarding procedures and statutory requirements. Duties may include preparing technical/financial reports, monitoring fiscal actions, conducting liability assessments, maintaining records, analyzing data and/or drafting/preparing legal documents. Employees propose, review, recommend and/or approve rules, policies, programs, statistics, contracts, invoices, plans, reports, and/or bids to ensure they are in compliance with applicable state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles, and other such rules and regulations.

<b>Role Descriptions by Competency Level</b>		
<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
<p>Positions at this level require basic general knowledge of applicable statutes, regulations, entity/company practices and concepts. Positions at this level interpret and apply laws and regulations and analyze information, and evaluate the impact of policies/procedures and practices. Work includes accumulating data; summarizing information into pertinent, understandable, and presentable form; discerning valid from invalid comparisons of data; and seeking explanation for variations in the data. Positions in this class are required to communicate clearly in both oral and written form. Employees initiate and maintain working relationships with government and industry officials, administrators, and civic leaders.</p>	<p>Positions at this level interpret, analyze and/or evaluate compliance with applicable state and federal statutes, sound regulatory practices and procedures, generally accepted accounting principles, and other such rules and regulations. Positions analyze or interpret financial records and develop program procedures, financial models and databases. Positions at this level have thorough knowledge and understanding of applicable statutes, regulations, rules, entity/company practices, concepts, and industry issues. Employees at this level have thorough knowledge or experience working with legal and regulatory issues in their subject area. Positions in this class are required to develop and maintain effective working relationships with regulated industries, government officials, administrators, and civic leaders.</p>	<p>Positions at this level serve as subject matter experts and lead work teams for more complex issues. Positions may supervise others. Positions at this level evaluate and determine fiscal, operational, and service impacts; analyze and evaluate legislation; and implement and evaluate statistical models in their subject areas. Positions in this class are required to demonstrate in-depth technical and administrative knowledge of the rules and regulations in the subject area and to defend analyses, testimony, and recommendations relating to a variety of issues before management and commissions.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Competency Profile**

<b>Competency</b>	<b>Definition</b>
<b>Professional Knowledge</b>	Possession of designated level of professional skill and/or knowledge in specific areas including laws, regulations, practices and concepts of applicable financial business and/or program area; federal, state and local government programs; financial management; investment capital; risk analysis; debt management and investment analysis; applicable state and federal programs and/or, regulations relating to investor-owned public and/or private entities. Ability to keep current with developments and trends in areas of expertise and regulated industries.
<b>Communication</b>	Communicates information to general public, media, management, businesses, firms and their management, legal and financial consultants, and/or local and state officials, to educate relevant parties regarding utility regulation, programs, procedures and/or eligibility criteria. Participates in development programs, civic meetings, conferences, functions, industry trade associations, and other community based programs; delivers presentations suited to the characteristics and needs of the audience. Develops and maintains professional working relationships.
<b>Information Analysis and Decision Making</b>	Gathers, organizes, summarizes and analyzes data within prescribed timeframes. Analyzes business operations, regulatory filings and/or financial statements. Determines and ensures compliance with laws and regulations; draws conclusions; reviews, examines and prepares documents and projections; makes recommendations for approval. Presents findings; prepares and analyzes written reports; recognizes and responds to unusual activity for further investigation. Recommends corrective action when necessary based on acquired knowledge and observation of best practices in the industry while maintaining confidentiality.

## FINANCIAL ANALYST Competency Profile

### Professional Knowledge

Possession of designated level of professional skill and/or knowledge in specific areas including laws, regulations, practices and concepts of applicable financial business and/or program area; federal, state and local government programs; financial management; investment capital; risk analysis; debt management and investment analysis; applicable state and federal programs and/or, regulations relating to investor-owned public and/or private entities. Ability to keep current with developments and trends in areas of expertise and regulated industries.

<b>Contributing</b>	<b>Journey</b>	<b>Advanced</b>
1. Applies general knowledge of applicable statutes, regulations, entity/company practices and concepts.	1. Analyzes, forecasts, regulatory filings and compiles moderately complex data.	1. Analyzes complex business and/or program issues and consults with management or business entities as needed; works independently; active participant in meeting organizational goals.
2. Applies general principles of financial management, investment capital, risk analysis, debt management, generally accepted accounting principles and/or investment analysis.	2. Applies a thorough knowledge of financial management, investment capital, risk analysis, debt management, and investment analysis, legal and regulatory compliance pertaining to the respective industry.	2. Applies expert knowledge of current federal, state and local government programs. Applies expert level technical and administrative knowledge of the rules and regulations in the subject area and to defend analyses and recommendations relating to a variety of issues.
3. Applies general information technologies to meet work needs.	3. Applies updated information technology to facilitate program goals and program procedures.	3. May research and recommend changes to software.

## FINANCIAL ANALYST Competency Profile

### Communication

Communicates information to general public, media, management, businesses, firms and their management, legal and financial consultants, and/or local and state officials, to educate relevant parties regarding utility regulation, programs, procedures and/or eligibility criteria. Participates in programs, civic meetings, conferences, functions, industry trade associations, and other community based programs; delivers presentations suited to the characteristics and needs of the audience. Develops and maintains professional working relationships.

Contributing	Journey	Advanced
1. Provides basic or general oral and written information.	1. Delivers formal presentations suited to the characteristics and needs of the audience; educates relevant parties regarding programs, procedures and/or eligibility criteria.	1. Communicates industry information regarding more complex or unique issues, and presents specific findings in such situations.
2. Initiates and maintains relationships with industry representatives, co-workers and others.	2. Interacts with industry representatives, co-workers and officials to analyze or resolve issues. Maintains a variety of professional working relationships.	2. Establishes and maintains professional working relationships. Interprets compliance and makes recommendations to top management.
3. Interacts with internal and external clients/customers using both oral and written communication skills to discuss financial processes or issues.	3. Documents complex issues and effectively articulates written conclusions; Interacts with officials and executives.	3. Documents more complex or unique issues and effectively articulates written conclusions; Interacts with officials and executives to plan, negotiate and coordinate complex written findings.
4. Organizes and formats reports to comply with applicable guidelines and provides appropriate documentation to support conclusions.	4. Reviews and edits work of others.	4. Approves final versions of more sensitive documents.
5. Presents oral and written testimony on basic issues.	5. Presents oral and written testimony on moderately complex issues.	5. Presents oral and written testimony on complex issues.

## FINANCIAL ANALYST Competency Profile

### Information Analysis and Decision Making

Gathers, organizes, summarizes and analyzes data within prescribed timeframes. Analyzes business operations regulatory filings and/or financial statements. Determines and ensures compliance with laws and regulations; draws conclusions; reviews, examines and prepares documents and projections; makes recommendations for approval. Presents findings; prepares and analyzes written reports; recognizes and responds to unusual activity for further investigation. Recommends corrective action when necessary based on acquired knowledge and observation of best practices in the industry while maintaining confidentiality.

Contributing	Journey	Advanced
1. Gathers, organizes, and analyzes financial information and other data. Reviews and documents compliance with laws and regulations. Reviews, examines and prepares documents. Researches, investigates and analyzes data.	1. Analyzes moderately complex business operations and financial statements. Reviews and determines compliance with laws and regulations; draws conclusions; makes recommendations for approval. Researches, investigates and analyzes data to make recommendations for approval/disapproval.	1. Prepares and analyzes complex technical matters involving existing and emerging issues pertaining to the subject area and makes recommendations from the analysis. Serves as subject matter expert in area of practice; analyzes data and formulates projections and plans.
2. Prepares written findings; presents recommendations supported by facts.	2. Serves as a resource to others in resolving moderately complex problems; identifies substantive issues that are thoroughly and accurately researched and analyzed.	2. Serves as subject matter expert; may lead work teams or others in complex or unique subjects. Recommends and develops regulations, policies, and procedures.
3. Functions within defined guidelines and procedures to resolve routine issues, and to make independent and logical decisions and/or recommendations.	3. May review and approve recommendations.	3. Recommends and/or takes corrective action when necessary based on acquired knowledge and observation of best practices. Develops or adapts new processes and procedures based upon changes in laws and regulations or industry practices.

**Recommended Minimum Training Guideline:** Bachelor degree in a closely related field such as accounting, banking, finance, business and/or economics; or an equivalent combination of education and related experience.

**Special Note:** This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class but may not be applicable to all positions.