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# Example of Financial Planning Analyst Job Description

Our innovative and growing company is hiring for a financial planning analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial planning analyst

* Provides recommendations to resolve projects with compliance issues, and works to ensure projects achieve resolution
* Performs financial analysis of proposed development projects by reviewing applications and evaluating the fiscal feasibility of projects, the amount of public funds required, and the economic benefits to the public sector
* Makes recommendations regarding the City’s participation in private development projects to stimulate investment in designated areas
* Manages the technical process of establishing a tax increment financial (TIF) redevelopment area or district by ensuring the preparation of required consultant reports and by preparing documents for use by advisory review boards
* Negotiates redevelopment agreements detailing the terms of the project, including the financing mechanism for the City’s payment of eligible costs
* Meets with community and local elected officials to explain proposed redevelopment projects and/or designations in their communities and obtain their support
* Collaborates with other sections of the department to conduct various reviews (e.g., architectural, construction, compliance) to ensure plans and activities are in accordance with the City’s plans and policies
* Prepare commentary and analytics (month on month, actual to budget to forecast deviations etc)
* Ensure accuracy of reporting data sources to the official books and records of the bank
* Prepare general ledger entries and ensures proper controls are in place to mitigate potential errors

## Qualifications for financial planning analyst

* 1 year of public accounting experience preferred, along with 1-2 years of experience in financial analysis and data management
* Strong analytical skills including financial modeling, technical and presentation skills
* Solid work ethic with a high level of enthusiasm
* Ability to take multiple stage projects and see them through to completion in deadline driven atmosphere
* Education equivalent to Bachelor’s degree in Accounting, Finance, Economics, or Business Administration and two or more years of financial work experience
* Two or more years of financial analysis experience, demonstrating knowledge of revenue analysis, managerial accounting, and key financial statement analysis (including income statement, balance sheet and cash flow statement)