



POSITION DESCRIPTION

TITLE: FINANCIAL ANALYST
REPORTS TO: Finance Manager
GRADE: 5
FLSA: Non-exempt
CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None
INDIRECT: None

MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or the designee. Certifications required by law for the position must be obtained within first year in the position.

EDUCATION: Bachelor's degree in Economics, Accounting, Finance or a related field is preferred. A valid California driver's license and proof of insurability are required.

EXPERIENCE: Minimum of two years experience as a Financial Analyst or equivalent analytical experience preferably with a governmental, investment, or financial institution. Comprehensive ability to effectively utilize a personal computer, related word processing, advanced spreadsheet and database programs including Microsoft software applications (Excel, Word, Access, and Power Point); proven ability to organize and manage competing priorities; excellent communication and effective problem solving skills; familiarity with various financial management systems and generally accepted accounting principles including familiarity with government accounting standards is preferred. Experience in Structured Query Language (SQL) programming and financial modeling is preferred.

CONTACT RESPONSIBILITY

INTERNAL: Interaction with Supervisor to receive general direction, project assignments, and review overall work accomplishment. Must establish and maintain effective working relations with other internal District personnel.

EXTERNAL: Interaction with auditors to complete the annual financial statement audit and other supporting documentation requested by the District's auditors. Interaction with the District's consultants to build databases and spreadsheets of financial, economic, investment, and other related data. Must establish and maintain effective working relations with personnel from outside agencies and promote good relations with the public.

PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent ability to communicate, both verbally and in writing; ability to operate and utilize a personal computer and peripherals; ability to tolerate periods of continuous sitting and exposure to a computer screen; may on an infrequent basis assist with lifting up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Appropriate personal safety equipment is provided.

DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include performing the collection, compilation, and complex analysis of financial, administrative, and budget related data. This position requires extensive analytical skills, general understanding in the application of accounting principles, database skills, and the ability to interpret and apply the District's financial policies. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. A proven ability to organize and manage competing priorities, to maintain effective working relations, as well as support of the District Strategic Plan and Mission Statement are essential. Reliable, stable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME

TASKS

50%

Analytical Duties:

- Performs financial and statistical analyses of routine to moderate difficulty that support the District's programs.
- Participates and provides assistance in long-term financial planning, budget development, implementation, and policy formulation.
- Builds databases and spreadsheets of financial, economic, investment, financial market and other data, using information obtained internally and from other sources, including financial models to generate forecasts, analyses, and reports of financial, investment, and revenue issues.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics including complex financial, analytical, budget or administrative issues.
- Conducts periodic financial and statistical surveys and performs research on fiscal, administrative, and operations topics.
- Assists in the preparation of Board reports and presentation materials regarding areas of assigned responsibilities. Conducts various feasibility studies and cost-benefit analyses.
- Forecasts financial impacts of potential future events.
- Performs special cost, trend, impact, and other analyses, drafts reports and recommendations on assigned projects.
- Formulates and implement policies and procedures.
- Assists in the administration of the District's investment portfolio.

10%

Preparation of Annual Financial Reports:

- Assists with preparing the Comprehensive Annual Financial Reports (CAFR), including preparation of continuing disclosure requirements and other supporting schedules for submission to the Government Finance Officers Association (GFOA) annually for their award.
- Prepares State Controller's Report.

- Prepares the “Appropriations Limit Report” (Gann Limit Report).

20%

Preparation and Administration of the District’s Operating and Capital Budget:

- Assists in the preparation of the General Manager’s Recommended Budget.
- Submits the District’s budget for GFOA award annually.
- Administers and maintains the District’s Long Range Financial Model.
- Develops revenue requirements.
- Reviews and analyzes the District’s rates and charges, makes rate recommendations to management when required.
- Prepares mid-year budget adjustments.

10%

Financial Database Management:

- Generates special database of water and sewer consumption and other financial related information as requested.
- Performs datamining from relational databases and systems for analysis and creation of other reporting tools.
- Utilizes the report writer application of the District’s financial management system.

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

10%

Performs all related duties as assigned.