JOB DESCRIPTION

TITLE: Financial Analyst  SECTION: Administration

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: Finance Director

Supervises the following positions: Not Applicable.

DEFINITION:

Under general direction, this is a highly experienced professional level position performing a variety of complex and difficult professional and analytical assignments and recommendations in support of long-term financial planning, utility rate development, financial reporting, budget development and statistical analysis. This position requires specialized knowledge, abilities, and skills and work is performed with a high degree of independent judgment in the performance of duties. This position is responsible for complex projects involving a high level of administrative responsibility and independent problem solving having a significant consequence of error. Work requires creativity and resourcefulness to accomplish goals and objectives.

ESSENTIAL FUNCTIONS:

1. Manages and coordinates moderately to highly complex and difficult services, programs, and special projects. Oversees and/or participates in the development, implementation, and coordination of assigned programs and projects; coordinates with internal staff and outside groups and agencies; participates in the development of related department and District policies and procedures.

2. Assumes full responsibility for the preparation of the District-wide budget, capital improvement program and related documents; performs analyses of requests and proposals and meets with department directors to evaluate justifications; creates and maintains computer files to combine all information into presentable format; ensures all components balance and reviews entries by department for accuracy and reasonableness; meets with each department manager to justify budget requests; prepares draft budget for management team review; incorporates changes and issues subsequent drafts to the management team, Finance Committee, and Board; incorporates final changes and prepares final budget for publishing.

3. Prepares projections of revenues, budget estimates and supporting schedules; monitors and reports variances on budget and revenue account status; conducts expenditure analysis; analyzes cost accounting data and prepares reports; compiles special reports for budget tracking and reporting.

4. Performs a variety of complex research and analysis on various segments of the District’s operations; collects and analyzes data and information including information on current department and/or District practices, policies, and procedures; identifies, investigates, and
ESSENTIAL FUNCTIONS (cont.):

makes recommendations for changes as necessary; performs cost benefit and/or return on investment analysis on proposed changes; prepares necessary reports including staff reports and board agenda items; develops written procedures and implements programs resulting from research and analysis.

5. Participates in short and long range financial planning and rate setting; develops long-range financial forecasts, cash flow analysis and analysis of capital development and financing alternatives; conducts appropriate research; prepares forecasts of changes.

6. Assists in preparing water, wastewater, irrigation and groundwater replenishment utility rates; applies knowledge of ratemaking, budgeting, and accounting concepts, practices, and procedures to conduct research and analysis to support sound decision making and ensure appropriate public disclosure and accountability; participates in modeling alternative rate designs to meet revenue requirements; assesses impacts of alternative designs on consumers and consumption and conservation patterns.

7. Assumes responsibility for the preparation and analysis of monthly and quarterly financial reports; assists in the completion of year-end financial reporting and the comprehensive annual financial report; collects and reports financial data; reviews documents; prepares monthly key indicators report and quarterly variance report; analyzes the District’s financial position; assumes responsibility for analyzing and preparing reports.

8. Assists with labor negotiations as needed; prepares statistical analysis and varying costing scenarios during negotiations.

9. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance, business administration, and public administration; incorporates new developments as appropriate.

10. May provide lead supervision or coordinate the work of assigned staff for specific assignments; provides complex technical assistance, training, and staff support to District staff including answering questions on the use of or problems with the financial reporting and customer billing software or report writers; coordinates with internal staff and software support company to resolve problems with financial software; works on interaction between the financial and customer billing software; creates reports for Finance Department and other departments using financial reporting software or report writers.

11. Performs related duties as required.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California operator's license. Department of Motor Vehicles driving record may influence employment or classification.
JOB DESCRIPTION

MINIMUM QUALIFICATIONS (cont.):

Education and Experience: Bachelors Degree from an accredited College or University with major course work in Finance, Accounting, or related field, including advanced accounting, public or business administration, cost accounting, and a minimum of eight years of progressively responsible experience performing complex financial, statistical and budgetary analysis or rate setting preferably in a governmental agency or public utility; or an equivalent combination of training and experience.

Knowledge of:

- Services and activities of the District.
- Utility operations, services, and activities.
- Advanced principles and techniques utilized in cost/benefit analysis.
- Advanced principles and procedures of financial record keeping and reporting.
- Advanced financial forecasting principles and practices including those used in the development of short and long range financial plans and budget documents.
- Advanced methods and techniques of statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Advanced Methods and techniques of effective technical, administrative, and complex financial data collection, research, and report preparation and presentation.
- Advanced knowledge of accounting spreadsheet software, data mining and data extraction.
- Pertinent federal, state, and local laws, codes, and regulations.
- English usage, spelling, grammar and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.

Ability to:

- Oversee and participate in the management of the assigned projects and operations of the District.
- Develop knowledge and skills to facilitate assuming responsibility and accountability for managing and coordinating projects of an increasingly complex and difficult nature.
- Exercise considerable latitude in various situations including when selecting project approach and analytical techniques.
- Exercise initiative and independent judgment in sensitive situations.
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MINIMUM QUALIFICATIONS (cont.):

-Demonstrate a high level of independent problem solving.
-Investigate problems and recommend and negotiate solutions.
-Plan, direct, and review the work of staff on a project basis.
-Understand the organization and operation of the District and of outside agencies as necessary to perform assigned responsibilities.
-Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
-Perform responsible professional duties in support of the District’s financial services program involving the use of independent judgment and personal initiative.
-Participate in and perform various studies and analyses.
-Manage assigned projects.
-Collect, analyze, evaluate, and interpret complex information and data including complex financial data.
-Understand complex accounting principles and concepts.
-Forecast revenues for the preparation of long and short range financial plans and budget documents.
-Read, analyze, and interpret complex financial reports.
-Prepare a variety of clear and concise administrative and financial reports.
-Perform cost/benefit financial analysis.
-Interpret computer-generated data and reports.
-Prepare large and complex budgets.
-Interpret and apply applicable federal, state, and local policies, laws, and regulations.
-Analyze problems, identify alternative solutions, and project consequences of proposed actions.
-Assist in the development of department goals and objectives.
-Review and analyze technical documents and proposals.

PHYSICAL REQUIREMENTS:

Driving: Moderate.

Sits for prolonged periods of time
Operate a computer work station

See Human Resources for physical assessment form.