JOB POSTING

TITLE: Financial and Budget Analyst

SECTION: Supervision and Clerical

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: Finance Director

Supervises the following positions: Not Applicable.

DEFINITION: Under general direction, performs responsible work in the preparation and maintenance of annual budgets, accounting records, internal reviews of the specific accounting tasks assigned and other related work as directed.

ESSENTIAL FUNCTIONS:

1. Prepares special analyses and studies.
2. Assists in the preparation of journals ledgers and other accounting records.
3. Track and monitor State Water Plan billings and cost sharing agreements.
4. Researched and analyzes financial and budget material
5. Tests transactions and develops working papers to substantiate findings.
6. Coordinate the preparation of month end financial statements.
7. Participates as a key person in the preparation of the annual operating budget.

MINIMUM QUALIFICATIONS:

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

Education and Experience: Any combination of education and experience which would likely provide the required knowledge and abilities. A typical candidate would have successfully completed a four year degree program from a recognized college or university with a major in a business related field with emphasis on accounting and finance and a minimum of 3 years of increasingly responsible accounting experience.
JOB POSTING

Knowledge of:
- Budgeting, accounting and fiscal procedures and methods
- Principles and practices of accounting and general bookkeeping
- Computer programs including Word, Excel, and PowerPoint
- Research procedures
- Financial analysis

Abilities:
- Understand and interpret the rules and procedures relating to the accounting and bookkeeping functions of the District
- Prepare financial reports and maintain ledgers and journals
- Independently perform various financial record keeping assignments
- Analyze journals, ledgers and accounting records to determine validity of entries.
- Establish and maintain cooperative relationships with those contacted during the course of work.

PHYSICAL REQUIREMENTS:

Driving: Moderate.

Sits for prolonged periods of time

Operate a computer work station

See Human Resources for physical assessment form.