JOB DESCRIPTION

TITLE: Rate (Financial) 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 to analyze, develop, and assist with implementation of rate structures and fees. Included are preparation of rate studies, forecasts and technical cost-of-service studies, analysis of changes in demand for services, and preparation of long-range revenue and expenditure forecasts, including review of Capital Improvement Budget and debt service requirements. Work is performed with considerable independent judgment, under direction and supervision of the Finance Director. Work is performed in cooperation with other district departments.

ESSENTIAL FUNCTIONS:

1. Prepares cost of service studies, analyzes and calculates rates, rate adjustments.
2. Analyzes rate policies and procedures, and effects of government actions, regulations and legislation and makes recommendations for dealing with changes.
3. Works with outside consultants on projects that affect rate setting procedures.
4. Projects long-range revenue requirements and forecasts.
5. Develops PC computer based rate and financial analysis models.
6. Assists with cost accounting processes to identify necessary cost elements.
7. Assists in the preparation of board reports and presentation materials regarding areas of assigned responsibility and does public presentations.

MINIMUM QUALIFICATIONS:

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

**Education and Experience:** 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 accounting, economics, public or business administration or related field, Master degree in Finance or Business is desirable, and a minimum of 3 years increasing responsibilities, including one year of experience in utility auditing, rate preparation, or rate analysis.

**Knowledge of:**
- Cost analysis and cost accounting principles and their application to utility rate development.
- Principles, concepts, and current practices used in design of utility rates.
- General practice of statistics and mathematical analysis.
- Capabilities and functional applications of PC computer software, such as Excel and Word

**Abilities:**
- Operate a personal computer and spreadsheet, word processing.
- Analyze and make sound recommendations on complex financial data.
- Select appropriate methodologies and perform complex mathematical and statistical calculations.
- Prepare clear, concise and comprehensive financial analysis, reports, and presentation materials.
- Exercise sound independent judgment within general policy guidelines.
- Understand, interpret, explain and apply laws, regulations and policies applicable to areas of assigned responsibility.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with Management.
- Maintains a detailed understanding of the Coachella Valley Water District’s rates and charges.
- Does presentations on rates to local agency and government bodies.

**PHYSICAL REQUIREMENTS:**

**Driving:** Moderate.

Sits for prolonged periods of time

Operate a computer work station

See Human Resources for physical assessment form.