



## POSITION DESCRIPTION

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**TITLE: FINANCIAL ANALYST LEVELS I AND II**

**REPORTS TO:** Finance Manager

**GRADE:** 4, 6

**FLSA:** Non-exempt

**CONFIDENTIAL:** No

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### SUPERVISORY RESPONSIBILITIES

**DIRECT:** None\*

**INDIRECT:** None

*\*Financial Analyst II provides technical guidance to the Financial Analyst I.*

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### 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 Accounting, Finance, Economics, Mathematics, or other related fields; a valid California driver's license and proof of insurability are required.

### EXPERIENCE:

**LEVEL I:** Two years of progressive experience to include: analyzing large data sets, ability to interpret financial information presented in financial reports and budget documents, ability to create financial report templates, a strong proficiency with Microsoft (MS) Word, Excel, and PowerPoint; ability to modify report templates using Excel including advanced user functions; ability to utilize technical writing skills to produce and edit reports; ability to communicate effectively when presenting results; ability to work independently on specific assignments once direction is provided; ability to solve problems effectively; and ability to organize and manage competing priorities.

**LEVEL II:** In addition to Level I requirements, five years of progressive experience, to include :analyzing large data sets and working with and/or developing database queries, including MS Access, SQL server and/or relational databases; ability to formulate multiple solutions to problems, test hypothesis and develop solutions based on analysis; poses an understanding of generally accepted accounting principles; ability to solve complex problems such as the relationship between the District's financial and operational data in order to develop long-term financial projections and cost allocation models; ability to produce technical reports and present reports during public meetings. Licensed as a Certified Public Accountant or successful completion of the Certified Public Accountant examination or equivalent is preferred. A Master's degree in Business Administration or related field is highly desirable.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive specific project assignments and review the results and accomplishments; Financial Analyst and finance staff to provide assistance and support to District personnel

as required. Must establish and maintain effective working relations with other internal District personnel.

**EXTERNAL:** Interaction with auditors and other agencies to complete work assignments and specific project tasks. Interaction with the District's consultants to produce, edit, and present analytical results. Must establish and maintain effective working relations with personnel from outside agencies and promote good relations with the public.

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### PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent verbal and written communication skills;; 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.

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### 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.

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### 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 advanced MS Excel proficiency and experience, strong proficiency with MS Word and Power Point, 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.

<b>% TIME</b>	<b>TASKS I and II</b>
<b>50% 30%</b>	Analytical Duties: <ul style="list-style-type: none"><li>• Performs financial and statistical analyses of routine to moderate difficulty that support the District's programs.</li><li>• Participates and provides assistance in long-term financial planning, budget development, implementation, and policy formulation.</li><li>• 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.</li><li>• Collects, compiles, and analyzes information from various sources on a variety of specialized topics including complex financial, analytical, budget or administrative issues.</li><li>• Conducts periodic financial and statistical surveys and performs research on fiscal, administrative, and operations topics.</li><li>• Assists in the preparation of Board reports and presentation materials regarding</li></ul>

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% 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.
- Reconciles cash accounts.
- Prepares the "Appropriations Limit Report" (Gann Limit Report).
- Prepares worksheets and schedules required for the year-end audit.
- Works with the District's consultants to update the District's annual Reassessment District 96-1 annual report and submit annual RAD 96-1 assessments to the County Tax Collector.

**0% 20 %**

Job Cost Maintenance

- Periodically reviews status of deposits and open work orders from developers, follows-up as needed.
- Reviews expenditures related to District's projects to ensure proper coding.
- Capitalizes District and developers' contributed capitals at year-end.
- Prepares annual Cost Allocation Plan to determine District's indirect rates.
- Prepares outside billings for District projects.
- Monitors and tracks construction contracts and agreement related to District and developer projects.
- Prepares requests for reimbursement of District funds expended on approved grant projects.
- Prepares monthly Construction Work in Progress report for the Board.

**10% 20%**

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

- Prepares the District's Biennial Operating and Capital Budget.
- Prepares and tracks the District's Capital Expenditures.
- Prepares CIP monthly reports.
- Submits the District's budget for GFOA and CSMFO awards.
- Maintains and updates the District's Long Range Financial Plans and 10 Year Capital Spending Plan.
- Updates the District's water and sewer rate models.
- Makes recommendations on water and sewer rate adjustments.
- Prepares and recommends mid-term budget adjustments.

**20% 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.

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10% 10%**      Performs all related duties as assigned.