

FINANCIAL ANALYST

DEFINITION

Under direction, performs financial and budget planning and analysis in support of District functions, programs, and projects; prepares a variety of financial, budgetary, and analytical reports; recommends action and assists in formulating policies and procedures related to financial planning, budgets, rates, charges, debt, investments, banking, and other financial activities; conducts a variety of special projects and studies; ensures compliance with applicable legal or regulatory requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the fully qualified journey-level classification in the Financial Analyst class series. Incumbents at this level receive increasingly difficult assignments, projects, and analyses, requiring the use of discretion and independent judgment in performing assigned work, and possess full and thorough knowledge of the concepts, practices, procedures, and policies of assigned area(s) of responsibility. Assignments are given with general guidelines and positions are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from Senior Financial Analyst in that the latter is responsible performing the most complex and responsible financial analysis duties such as leading the development and implementation of the District's annual budget.

Positions in the Financial Analyst class series are flexibly staffed; positions at the Senior Financial Analyst level are normally filled by advancement from the Financial Analyst level. Progression to the Senior level is dependent on satisfactory work performance (an overall rating of "exceeds standards" or higher on most recent annual performance evaluation is required), the incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

- Performs various financial analysis, including revenue and expenditure projections and forecasting, analysis of expenditures, multi-year cash flow analysis, cost containment and distribution, and grant funds disbursement.
- Researches, analyzes, evaluates impacts of, and recommends resolution for significant differences between anticipated revenues, expenditures, and fund balances in budgets; reconciles differences and makes adjustments; monitors revenues and expenditures.
- Participates in coordinating the budget process and ensures timely submission of requests; formulates, prepares, and communicates budget completion schedules, calendars, and deadlines; conducts meetings with management to evaluate revenue and expenditure requests

- and keep all parties apprised of issues, challenges, and resolution thereof.
- Provides support to the District's investment activities; reviews checking account balance and transfers funds as necessary; logs account activity; maintains records of investments and related documents; prepares investment/treasurer's reports.
 - Maintains revenue programs required to analyze and project water and sewer rates/fees including performing cost of service studies for water and wastewater services.
 - Maintains revenue programs required to fund capital improvement projects including capacity charges, water and sewer rates/fees, standby charges, and new revenue programs required to fund capital improvements.
 - Assists in preparing computerized cash flow analysis, modeling schedules, and revenue projection reports related to determining the viability of funding the District's Capital Improvement Program (CIP); coordinates activities related to obtaining loans and grants for funding the CIP.
 - Provides financial information, schedules, and reconciliations to the District's independent auditors in preparation of year-end audited financial statements.
 - Assists in developing and standardizing financial systems, internal controls, and tools and models to improve and continuously monitor the financial efficiency, sustainability, and effectiveness of District operations, programs, and service delivery methods and procedures and to maximize funding, minimize costs, and ensure accurate reporting of the District's financial position.
 - Reviews accounting and fiscal transactions for completeness, accuracy, the appropriate use of funding sources, and adherence to District policies, generally accepted accounting principles (GAAP), and Governmental Accounting Standards Board (GASB) reporting requirements; reviews, investigates, validates, and corrects errors and inconsistencies in statistical models, financial entries, transactions, documents, and reports.
 - Assists in the development and implementation of analytical studies that pertain to the short- and long-range financial planning.
 - Conducts a variety of studies and special projects regarding District financial systems and programs; evaluates alternatives and makes recommendations; discusses, consults with, and advises staff and management on recommendations; assists with the implementation of policy, procedural, systems, and/or internal control changes after approval; reviews and evaluates implemented changes; and prepares reports of conclusions.
 - Prepares and presents financial and budget reports, analyses, and documents, including impact analysis, recommendations, and forecasts to management.
 - Stays abreast of new trends and innovations in the field of financial analysis; researches emerging products and enhancements and their applicability to District needs.
 - Reads, understands, and ensures compliance with the District's Safety Manual; attends safety meetings as required; reports all accidents, violations, or infractions to supervisor.
 - Provides assistance, guidance, and training to less experienced accounting staff.
 - Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of financial, budgetary, and statistical analysis; investment management and related financial procedures and controls; revenue, expenditure, and fund balance forecasting; and budget development and administration.
- Principles and practices of government accounting, including GAAP and GASB standards, reporting requirements, and practices and policies.
- Principles and practices of and models and tools used in financial analysis.

- Research, quantitative analyses, mathematical and statistical calculations, and reporting methods, techniques, and procedures.
- Principles and practices of financial recordkeeping.
- Methods and techniques of effective technical report preparation and presentation.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform analytical duties in support of the District's financial reporting, budgeting, investments, forecasting, rate setting, and related areas.
- Assist in coordinating the planning, preparation, and administration of budgets.
- Research, analyze, and interpret data, draw conclusions, and summarize and present information, reports, and data in an effective manner.
- Prepare clear, complete, accurate, and concise financial statements and reports.
- Comply and ensure adherence with GAAP and GASB requirements.
- Make accurate arithmetic, financial, and statistical computations.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, business administration, or a related field.

Experience:

- Three (3) years of increasingly responsible budgetary and/or financial analysis experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT

Standard office setting; frequent interaction with District staff and the general public.

PHYSICAL

- Level One

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information.

VISION

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

HEARING

Hear in the normal audio range with or without correction.