

## **FINANCIAL/ADMINISTRATIVE ANALYST**

### **SUMMARY**

Under general direction of the Finance Manager, plans, organizes, and performs professional level work in support of all agency financial activities, including budgeting, financial reporting, account reconciliation, forecasting; coordinates the development and production of the Agency's annual Budget and Comprehensive Annual Financial Statements; may coordinate the annual external audit; prepares financial, administrative and organizational analysis; and performs related work as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to the following:

- Assists with the coordination and implementation of procedures related to all financial controls and reports; provides comprehensive financial management services and solves varied accounting and related problems within legal guidelines and Agency policies.
- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations.
- Coordinate the development and production of the Agency's annual budget, audited financial statement and Comprehensive Annual Financial Statements (CAFR).
- Complies and prepares calculations, documents, reports, and schedules for the annual external audit.
- Collects and maintains relevant indexes and price data on chemicals and commodities for use by Agency in contract negotiations and financial forecasting.
- Prepares monthly budget report and revenue and expenditure analysis for distribution to Agency management.
- Performs monthly reconciliation of Agency bank and investment accounts.
- Serves as the system administrator for the Agency's financial operating system.
- Plans and conducts financial, administrative and operational studies; collects and analyzes data, evaluates alternatives, makes recommendations and prepares Board reports; assists in or coordinates implementation of recommendations after approval.
- Assist in the development, implementation and administration of the Agency's policies and procedures.
- Reviews departmental budget requests and adjustments, considers departmental and Agency implications of such budget actions and confers with management regarding fiscal alternatives.
- Assists in the documentation of financial operating procedures such as payroll processing, tax reporting, accounts receivable and revenue collections, etc.
- Conducts periodic audits of system performance such employee leave balances and inventory of parts and equipment.
- Assist in the development of Agency's Asset Management Program and integration of Fixed Asset Replacement Schedule into the annual budget.
- Maintains fixed asset schedule.
- Assists in the review and/or administration of Agency contracts.
- Perform public counter, telephone and reception duties as needed.

- Represents the Agency in meetings with other special districts, governmental, regulatory and funding agencies, auditors and others as required.
- May function as the Finance Manager with respect to the delivery of contracted financial services to other Special Districts.
- May direct the work of other Agency staff on a project specific basis.

### **SUPERVISORY RESPONSIBILITIES**

This position does not directly supervise staff. This position may be required to oversee or lead projects that involve other Agency employees. In those instances, this position may perform lead responsibilities in accordance with the organization's policies and applicable laws such as planning, assigning and directing work; contributing to employee performance review; and addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

Equivalent to graduation from a four-year college or university with major course work in accounting, economics, business or public administration or a field related to the work. Four years of work experience involving budgeting, accounting, or organizational analysis. Work experience in a governmental, public utility setting and/or possession of a certification as a CPA is desirable. Experience with using spreadsheet, graphics, database, project management and/or other financial systems application to prepare financial analysis and presentations.

### **INTERPERSONAL SKILLS**

Ability to interact with others (co-workers, supervisors, subordinates, vendors, representatives from other governmental agencies, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to prevent personal problems from adversely impacting work for self or others; to arrive at work as scheduled; and to work the hours as agreed upon and scheduled.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and financial reports. Ability to write reports, business correspondence, and document procedure. Ability to effectively present information and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

### **MATHEMATICAL SKILLS**

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **REASONING ABILITY**

Ability to plan and carry out various analytical studies in area(s) of assignment: define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret, apply and explain laws, rules, regulations and policies. Ability to exercise sound judgment with general policy guidelines. Ability to organize own work, coordinate multiple projects and meet critical deadlines.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Failure to maintain this standard may result in loss of employment

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to fingers, handle, or feel, and talk or hear in person or on the telephone or radio. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds.

Specific vision ability required by this job include: close vision and distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

**SPECIAL REQUIREMENTS**

There are no special requirements for this job.

**RIGHT TO WORK DOCUMENTATION**

Before being hired, all new employees will be required to show documentation as proof of authorization to work in the United States.

**Job Title:** Financial/Administrative Analyst  
**Department:** Administration  
**Reports To:** Finance Manager  
**FLSA Status:** Non-Exempt  
**Revised Date:** July 2008