



FINANCIAL ANALYST I, II, III

Department	Finance	FLSA Status	Exempt
Section	Accounting	Bargaining Unit	CVWDEA
Reports To	Controller	SRN	A34 (I); A42 (II); A50 (III)
Job #	40257 (I); 40258 (II), 40259 (III)	EEO Job Category	2 - Professionals
Supervises	Not Applicable		

JOB SUMMARY:

The Financial Analyst performs a variety of complex and difficult professional and analytical assignments in support of budget development, long-term financial planning, utility rate development, financial reporting, grant administration, debt administration, and statistical analysis in full compliance with Generally Accepted Accounting Principles (GAAP) and the pronouncements of the Governmental Accounting Standards Board (GASB).

- Grade Level I: Under general supervision, the Financial Analyst is responsible for tracking and monitoring multiple departmental budgets, preparing quarterly financial reports, assisting with preparation of the Operating and Capital Improvement Budgets, and assisting with the Budget Book preparation.
- Grade Level II: Under limited supervision, the Financial Analyst is responsible for developing, tracking, and monitoring multiple departmental, fund, and/or capital improvement budgets. Responsible for sections of the Budget Book. Analyzes and makes suggestions on expenses and authorizations. Prepares quarterly financial reports, PowerPoint presentations, reports to grantors, and year-end projections.
- Grade Level III: Independently performs the most complex duties of the classification. Manages multiple departmental, fund, and/or capital improvement budgets. Manages projects and consultants. Manages cost of service studies. Prepares reports for and makes presentations to the Board of Directors. This classification serves as a resident expert on the sophisticated technical aspects of enterprise fund budgeting. May participate as alternate on the Emergency Operations Committee. Provides technical advice to the Finance Director.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of the Districtwide operating budget, personnel budget, capital improvement program and annual budget book; performs analyses of requests and proposals and meets with department directors to evaluate justifications; creates and maintains computer files to combine all information into presentable format; ensures all components balance and reviews entries by department for accuracy and reasonableness.
2. Prepares projections of revenues, budget estimates and supporting schedules; monitors and reports variances on budget and revenue account status; conducts expenditure analysis; analyzes cost accounting data and prepares reports; compiles special reports for budget tracking and reporting.

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3. Performs a variety of research and analysis on various segments of the District’s operations; collects and analyzes data and information including information on current department and/or District practices, policies, and procedures.
4. Performs cost benefit and/or return on investment analysis on proposed projects.
5. Prepares necessary reports including staff reports and board agenda items. Grade Level III will make presentations to the Board at Board Meetings and Study Sessions.
6. Develops written procedures and implements programs resulting from research and analysis.
7. Reviews applicable Board agenda items to ensure proper application of the District’s budget.
8. Participates in short and long range financial planning and rate setting; may participate in the District’s strategic planning effort.
9. Assists in preparing water, nonpotable, wastewater, irrigation, and groundwater replenishment utility rates; applies knowledge of ratemaking, budgeting, and accounting concepts, practices, and procedures to conduct research and analysis to support sound decision making and ensure appropriate public disclosure and accountability; participates in modeling alternative rate designs to meet revenue requirements; assesses impacts of alternative designs on consumers and consumption and conservation patterns. (Grade Level III only)
10. Assists with the preparation and analysis of quarterly financial reports; collects and reports financial data on assigned departments and funds; reviews documents.
11. Prepares reports to granting agencies as required by the grant agreements.
12. Participates in the District’s Emergency Operations Committee as Finance Section Chief alternate (Grade Level III only)
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of finance, budgeting, rate making, business administration, and public administration; incorporates new developments as appropriate.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- For Grade Level I: Bachelor’s degree in public administration, business administration, finance, or accounting and 2 years’ experience in budgeting and accounting, preferably in a governmental setting; Or, the equivalent of two years of business-related college coursework with a minimum of two accounting classes and 5 years’ experience in budgeting and accounting, preferably in a municipal government.
- For Grade Level II and III: Bachelor’s degree in public administration, business administration, finance, or accounting and 5 years’ experience in budgeting and accounting, preferably in a municipal government. Or, equivalent to an Associate’s degree in public administration, business administration, finance or accounting and 7 years’ experience in budgeting and accounting, preferably in a municipal government. A Master’s degree is not a substitute for the experience requirement.

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Knowledge of:

- Services and activities of the District.
- Principles and practices of public administration, municipal finance, accounting and budget.
- Principles and procedures of financial record keeping and reporting.
- Financial forecasting principles and practices including those used in the development of short and long range financial plans and budget documents.
- Methods and techniques of research, and statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Advanced knowledge of accounting spreadsheet software, data mining and data extraction.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar and punctuation.
- Public speaking ability.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.

Abilities:

- Exercise initiative and independent judgment in sensitive situations.
- Demonstrate a high level of independent problem solving.
- Investigate problems and recommend and negotiate solutions.
- Understand the organization and operation of the District and of outside agencies as necessary to perform assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Participate in and perform various studies and analyses.
- Manage assigned projects.
- Understand complex accounting principles and concepts.
- Read, analyze, and interpret complex financial reports.
- Prepare a variety of clear and concise administrative and financial reports.
- Prepare large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

- Licenses – Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

PHYSICAL REQUIREMENTS:

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1. Moderate Driving
2. Sit for extended periods of time
3. Operates a computer workstation
4. See Human Resources for Physical Assessment Form.

Read and Acknowledged: _____

Employee Signature

_____/_____/_____

Date

Employee Name (Printed)

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