



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Financial Analyst I/II
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GENERAL PURPOSE

Under general supervision (Financial Analyst I) or direction (Financial Analyst II), performs responsible, professional administrative, financial, budgetary, statistical and other management analyses in support of departmental or District-wide activities, functions and programs; performs a variety of technical and analytical duties associated with the preparation of reports, studies, and financial records; recommends action and assists in formulating policy and procedure related to financial planning, budgets, rates, charges, debt, investments, banking, and other financial activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I: This is the entry-level class in the Financial Analyst series. Initially incumbents learn and perform routine financial, budgetary, statistical and other management analyses work. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Financial Analyst II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Financial Analyst II: This is the full journey-level class in the Financial Analyst series. Positions at this level are distinguished from the Financial Analyst I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from Financial Analyst III in that the latter performs the more complex work assigned to the series, such as difficult and responsible analyses related to financial, systems, statistical, programmatic, management, and other administrative areas and/or providing technical and functional direction over lower level staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision (Financial Analyst I) or direction (Financial Analyst II) from assigned supervisory or management personnel. Exercises no direct supervision over staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Positions at the Financial Analyst I level may perform some of these duties and responsibilities in a learning capacity.

- Performs research, analyzes data, and develops reports to allow management to make strategic decisions; performs other professional level analyses in support of ongoing and ad-hoc reporting requirements as assigned; analyzes alternatives and makes recommendations.
- Plans, organizes, coordinates, directs or conducts financial, administrative or management studies relating to the activities or operation of the District or an assigned department or function; conducts a variety of special projects and programs related to the functions of assigned projects.
- Determines analytical techniques such as rate of return, present value, true interest cost, break-even analysis and related statistical methods.
- Prepares and administers spreadsheets and databases including financial models; discusses findings with management and prepares reports of study conclusions.
- Acts as project manager and coordinates planning, analysis and development for special projects and studies such as cost studies, rate methodology assessments, connection fee studies, debt and investment policies, financial reporting and business intelligence, and budget performance.
- Performs advanced technical support for banking, treasury, investment, debt administration, and special district administration as assigned.
- Works with Information Systems and other departments to develop or modify systems to provide required data; designs and develops report formats to meet management information needs.

- Assists in developing and administering the District or a major departmental budget, including gathering and analyzing data and information, formulating recommendations and supporting documentation and monitoring expenditures; investigates and evaluates the need for changes in budgetary allocations during the fiscal year; reviews and evaluates purchase requests and justifications.
- Performs program administrative functions in a specified area; prepares technical reports, correspondence and other written materials; provides technical assistance to others on administrative and analytical matters.
- Attends meetings with officials of other governmental agencies, businesses and community groups and the public regarding assigned projects; responds to requests for information from the public on District programs or projects; may make Board presentations of study results and recommendations.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When Assigned to Special Districts:

- Performs complex professional analysis in the preparation and maintenance of Special Funding District records and transactions.
- Reviews developer reimbursement requests from bond proceeds; reviews arbitrage calculations for land secured debt issuances; works with team of consultants and staff in land secured bond refundings and new bond issuances.
- Reviews annual disclosure documents, files with appropriate agencies, and acts as dissemination agent.
- Maintains the District's Investor Relations website.

REQUIRED QUALIFICATIONS

Knowledge of:

Positions at the Financial Analyst I level may exercise some of these knowledge and abilities statements in a learning capacity.

- Principles, practices and terminology of financial statement preparation.
- Budgeting principles and terminology.
- Cost accounting methods and procedures.
- Bond math, including amortization schedules and arbitrage calculations.

- Federal, state and local laws, codes and regulations in assigned areas of responsibility including professional standards and regulations relating to the financial administration of public agencies.
- County property tax levy process.
- Principles and practices of business data processing, particularly related to the processing of financial and statistical information and interpretation of input and output data.
- The District's Chart of Accounts and multiple District cost center coding structure.
- Basic principles and practices of cash flow and investment portfolio management.
- Policies and procedures related to debt administration.
- Principles, practice, and terminology of cost analysis and rate setting.
- District and mandated safety rules, regulations, and protocols.
- 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 and technical duties in the District's financial reporting, budgeting, investments, forecasting, debt administration, rates, and related areas.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Understand and carry out written and oral instructions.
- Prepare clear and accurate financial records and reports.
- Make clear and concise oral presentations.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- 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.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Financial Analyst I: One (1) year of experience performing professional financial analysis in a comprehensive financial management program.
- Financial Analyst II: Three (3) years of progressively responsible experience performing professional financial analysis in a comprehensive financial management program, or two (2) years as a Financial Analyst I with the District.

Education:

- Financial Analyst I/II: Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, business administration, or a closely related field.

Licenses/Certifications:

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLEX REQUIREMENTS

Positions in the Financial Analyst I/II class series are flexibly staffed; positions at the Financial Analyst II level are normally filled by advancement from the Financial Analyst I level; progression to the Financial Analyst II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Financial Analyst II level.

Eastern Municipal Water District
Job Title: Financial Analyst I/II
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Financial Analyst I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____