

JOB DESCRIPTION
Financial Analyst III (C)
Code Number: 18033

GENERAL PURPOSE

Under direction, performs responsible, professional administrative, financial, budgetary, statistical and other management and legislative 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; participates in the development of lower level staff in the Financial Analyst series; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This class performs complex and difficult analytical work and staff support at an advanced technical level on District-wide, departmental and intergovernmental issues and serves as technical expert to District staff on related issues. This class differs from Financial Analyst II in that assignments are of a larger scope and requires specialized and advanced knowledge of financial principles and experience in financial reporting, budget preparation, treasury management, and/or debt administration, some of which may be considered confidential. Assignments also frequently address District-wide and intergovernmental issues, and typically are performed under conditions requiring a high degree of sound independent judgment, initiative, and the need to effectively handle multiple deadlines and changing priorities.

This confidential class series is limited to positions allocated to departments where confidentiality is a requirement, such as Human Resources, Executive, and Finance departments.

ESSENTIAL 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 the class.

Performs a wide range of professional level analyses in support of ongoing and ad-hoc reporting requirements as assigned.

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; determines analytical techniques such as rate of return, present value, true interest cost, break-even analysis and statistical and information-gathering processes and obtains required information and data for analysis; analyzes alternatives and makes recommendations; prepares and administers spreadsheets and databases including financial models; discusses findings with management and prepares reports of study conclusions; makes board presentations of study results and recommendations; assists in developing and implementing program or functional goals and objectives; conducts a variety of special projects and programs related to the functions of assigned projects

Participates in coordinating the budget process by contributing to the development, compilation, consolidation, and implementation of the operating budget; reviews and analyzes the annual District budget, analyzing current and historical trends, evaluating variances and improving cost effectiveness.

Participates in the maintenance and development of various District rate structures and the analysis of the impact that changing business activities have on the cost components of rates, fees, and charges.

Perform complex and diverse operational and cost allocation analyses.

Represents the District at inter-agency, community and professional meetings.

Monitors performance and progress in executing planned tactics for implementation of the District strategic plan and departmental goals and objectives; performs policy-level complex analytical assignments in conjunction with plan development and implementation; prepares periodic reports and presentations on progress; provides analytic, administrative support and leadership to District-wide organizational improvement initiatives and projects.

Coordinates program activities across District departments.

Confers with representatives of other agencies, committees and organizations as required by project assignments.

Prepares speeches and presentation materials for District officials and executives.

Serve as key resource to others providing technical assistance to others on financial accounting, budgeting and other analytical matters.

May direct the work of assigned professional, technical or support team members.

Performs related duties as assigned.

CONTINUOUS IMPROVEMENT RELATED DUTIES

Applies Continuous Improvement principles in the deployment of department business

plans, processes and performance measures, ensuring that they align with District's Strategies and Operational Plans.

Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.

Ensures effectiveness of the business processes undertaken by the department and division.

Defines customer service segments being served and establishes processes to obtain feedback to improve performance.

Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.

The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Advanced principles, practices and terminology of financial statement preparation; budgeting principles and terminology; cost accounting methods and procedures; laws and regulations relating to the financial administration of public agencies; operations and uses of standard spreadsheet software; 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; laws, regulations and policies governing the administration of a public water and wastewater utility in the State of California applicable to assigned areas of work; rules and regulations for the conduct of public meetings; principles and practices of sound business communication and supervision.

Ability to:

Analyze complex accounting, financial, administrative, operational, economic, political and organizational problems, evaluate alternatives and reach sound conclusions; collect, evaluate and interpret a myriad of data, either in statistical or narrative form; interpret and apply laws, regulations, ordinances and policies; plan, direct and review

the work of assigned staff on projects and provide for their training and development; prepare clear and concise reports, correspondence and other documents; use PC word processing, graphics and database programs to prepare reports, presentations and other materials; ensure the maintenance of accurate records; coordinate multiple, complex projects and meet critical deadlines; exercise independent judgment and initiative within established policy guidelines; make effective group and public presentations; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, orally and in writing.

Continuous Improvement Knowledge and Abilities

Knowledge of:

The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning; the means of developing alignment between strategic goals and individual performance standards; practices of process mapping (control); practices of structured problem solving; the Strategic Planning Cycle and the various responsibilities within that cycle.

Ability to:

Develop a systems perspective for managing department operations and its key processes to achieve results; to use the seven continuous improvement categories and the core values as building blocks for department operations; define and explain key processes and process requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals; develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards for all divisions within the department; ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance; and make sound decisions based on departmental performance indicators.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a bachelor's degree with major course work in accounting, or finance in business or public administration, or a related field (MBA or MPA preferred); and at least five years of increasingly responsible professional experience performing financial, accounting and budgetary analyses; or an equivalent combination of training and experience. Three years of experience must have been in a position equivalent to Financial Analyst II, or Accountant II.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions; handle highly confidential and sensitive matters with a high degree of discretion and good judgment; and interact with District officials, managers, elected and appointed officials of other governmental agencies, employees and the public.

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.

The employee works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION: Meets administrative exemption from overtime