

JOB DESCRIPTION
Financial Analyst I Flex
Financial Analyst II
Code Number: 18020, 18021

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; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I is the first professional working level class in the Financial Analyst series, performing duties encompassing the District's financial services, including debt administration, budget preparation, rates and charges, investments and banking, forecasting, cost analysis, and financial reporting. As experience is gained, duties are performed under supervision that is more general.

Financial Analyst II is the journey level class in the series and incumbents independently perform specialized and complex financial analyses, studies, and reports requiring extensive and specialized technical knowledge. Incumbents in this class are fully competent to independently perform a full range of assigned duties and are distinguished from those in the lower level classification of Financial Analyst I.

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 this position.

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; may make board presentations of study results and recommendations; conducts a variety of special projects and programs related to the functions of assigned projects.

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.

Designs and develops report formats to meet management information needs; works with Information Systems and other departments to develop or modify systems to provide required data.

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.

Plans and conducts assigned research projects.

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 provide work direction to other analysts and support staff on a project or day-to-day basis.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

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; and principles and practices of sound business communication.

Ability to:

Operate a computer with spreadsheet software and other standard office equipment; perform analytical and technical duties in the District's financial reporting, budgeting, investments, forecasting, debt administration, rates, and related areas; organize, set priorities and exercise sound judgment within established guidelines and strict time lines; interpret, explain, reach sound decisions and apply applicable law, regulations and District procedures; make calculations and tabulations and review fiscal and related documents accurately and rapidly; understand and carry out written and oral instructions; communicate effectively, orally and in writing; prepare clear and accurate financial records and reports; make clear and concise oral presentations; work effectively and courteously with District staff, outside professionals, financial institutions, other governmental agencies and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, business administration or a closely related field. Substitution for the required education may be given for equivalent qualifying training and experience on a year for year basis.

A Financial Analyst I may be considered for advancement to Financial Analyst II after demonstrating proficiency to perform assigned duties.

Generally, a Financial Analyst I is expected to be capable of meeting the proficiency

criteria within a 6 - 18 month period, depending on an individual's prior experience and progression in performing the Financial Analyst I/II duties.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle or feel office equipment; and reach with hands and arms. The employee is occasionally required to stand and walk; stoop, kneel, or bend; and lift up to ten pounds. 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, employees are regularly required to use written and oral communication skills; read and interpret documents and data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks under strict deadlines; and interact with District staff, property owners, representatives of other organizations and governmental agencies, the general public and others encountered in the course of work.

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.

FLEX REQUIREMENTS
Financial Analyst I (Flex)
Financial Analyst II

LENGTH OF TIME REQUIRED

A Financial Analyst I may advance or “flex” to the Financial Analyst II class after **6-18 months** of experience in the Financial Analyst I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “meets expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Financial Analyst I must also demonstrate proficiency to perform the full range of assigned duties as described in the Financial Analyst I/II job description.