



## **JOB DESCRIPTION**

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**TITLE:** Financial Analyst  
**STATUS:** Non-Union/FLSA Exempt  
**GRADE:** 16

### **JOB SUMMARY:**

Under the direction of the Finance Manager, gather, analyze, interpret, forecast, and maintain financial data for the District.

### **REPORTING RELATIONSHIPS:**

This position reports to the Finance Manager but may take direction from the Finance Director.

### **ESSENTIAL DUTIES** include the following.

- Coordinate the formulation of preliminary and final budget documents, forecast operating expenses and revenues, and development of the Capital Improvement Plan (CIP).
- Coordinate the budget amendment process.
- Prepare and present financial reports to management team and Board of Commissioners, working closely with the finance team to ensure accurate financial information.
- Assist with year-end financial processes and creation of annual Comprehensive Annual Financial Report.
- Assists in implementation of Governmental Accounting Standards Board (GASB) statements.
- Ensures that the District is in compliance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and state and local regulations, policies and procedures.
- Audit and evaluate internal transactions and provide recommendations as it pertains to the improvement of internal operational efficiencies, increased productivity or financial policies or procedures to include preparing drafts of new or revised policies and procedures.
- Assist with maintenance of the water demand forecasting models and development of the District's comprehensive plan.
- Coordinate the wholesale rate setting process, assembling relevant data, producing draft rates, and working with wholesale customers through the process.
- Develop and maintain financial models for specific projects and guide cost analysis by establishing and enforcing policies and procedures. Perform cost analyses of interlocal agreements, projects, and operations as assigned.
- Develop and monitor cash flow projections and requirements, as requested and needed.
- Perform regular reviews of rate revenues and structures; as needed or requested update projections and rate expectations, develop, and recommend rate changes as needed.
- Support the implementation of the District's strategic plan by facilitating discussions, gathering data, and drafting progress reports.
- Coordinate and assist in grant applications, and ongoing grant tracking and reporting.
- Perform work and special projects as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Technically proficient as it relates to budgeting, financial reporting, and financial reporting systems.
- Skilled in the research, analysis, and interpretation of complex financial and operational data.
- Skilled in using word processing, spreadsheets, and specialized financial software programs.
- Proficient at using data visualization software.
- Skilled in the research, analysis, and interpretation of complex financial and operational data.
- Accounting concepts
- Experience leading projects independently and acting in a lead role on projects.
- Ability to organize and prioritize multiple projects and deadlines.
- Respectfully translate technical information to be easily understood by non-technical personnel.
- Effective verbal and written communication using tact, patience, and courtesy.
- Leadership competencies including organizational agility and building effective teams.
- A commitment to community and teamwork.
- Project management processes, tools, and techniques.
- Creation of clear and concise user documentation, training materials, and training classes.
- Continuous improvement techniques that foster a learning organization.
- Change management techniques that foster user adoption.
- Ability to prepare and present effective oral communications for professional and general public use.
- Ability to develop and maintain positive and productive relationships and achieve results.

**EXPERIENCE/EDUCATION:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be three to five years progressively responsible experience in accounting or finance performing analytical tasks and projects, and a bachelor's degree in Accounting, Finance, Economics, Business, Planning, or a related field. Knowledge of, and experience in, water and wastewater systems and municipal financial experience are desirable.

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment with some travel to worksites throughout the District. May require travel outside the District for training purposes.

**PHYSICAL REQUIREMENTS:**

This position performs work in a standard office environment.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Proposed: December 5, 2012

Updated: March 31, 2021