



Financial Management Analyst

DEFINITION

Under general direction of the Finance Director/Treasurer and the Finance Manager, the Financial Management Analyst is responsible for conducting complex studies and coordinating responses related to the financial operations and administrative processes of the District. This position leads complex budgeting and financial reporting functions, performs financial forecasting and reconciliation of fund balances, conducts financial and Districtwide analytical studies, supports risk and treasury management functions, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Financial Management Analyst is a professional, senior-level position of the Finance Department under the Administrative Services Division. This is a single incumbent, mid-management classification characterized by the performance of a full range of professional and technical support, consultation, and complex analysis of budgetary and financial transactions. This position exercises independent judgment in the interpretation and application of related laws, regulations, practices and procedures.

This position differs from the Finance Analyst by its technical and specialized knowledge in finance and budgetary processes and by the assignment of supervision over technical or professional staff and lead responsibilities, if required. The incumbent manages special projects, conducts financial analysis and budgetary support for Districtwide initiatives, provides professional level analytical support to the Finance Manager, and may also be requested to act in the absence of the Finance Manager when needed.

In addition, this position will provide assistance on complex special projects including rate studies and connection fee analyses, financing for capital projects, Districtwide policy and procedure updates, benefit program administration, insurance policy review, and other projects as needed. The position also provides direction to the District's third-party claims administrator, coordinates the Risk Management Committee activities and oversees the claims approval and payment process.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Serves as a liaison to all other departments and senior management by providing professional and technical expertise required to manage fiscal resources effectively.
- Prepares and maintains a wide variety of financial records and information; ensures compliance with the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).
- Coordinates and assists with the development, preparation and implementation of the two-year operating and capital budgets
- Regularly analyzes the District's budget and financial data and develops recommended actions to improve effectiveness and resolve issues of concern.
- Assists with the annual financial and grant audit, and preparation of Annual Comprehensive Financial Report, the State Controller's Financial Transaction Reports and the Statement of Indebtedness.
- Assists in reviewing and processing financial transactions and managing financial operations.
- Recommends process improvements to ensure integrity and timeliness of financial transactions.
- Analyzes the flow of information system data and develops internal procedures for staff to facilitate the timely and accurate entry of financial records.
- Participates in planning for information systems solutions and provides on-going technical guidance in the use of financial system reporting.
- Assists with analyzing operational cash flow management, including forecasting cash needs and daily cash management.
- Maintains effective communication with staff regarding financial and administrative matters;
- Provides information and technical support in the development and revision of policies and regulations; assists in the development of procedures.
- Reviews proposed contracts for adherence to District policy, state laws and regulations.
- Researches and analyzes financial data; reconciles and identifies financial discrepancies; resolves financial inquiries from District staff and recommends solutions.
- Oversees the collection and preparation of data needed to renew the District's annual insurance policies, actuarial studies and benefit programs.
- Performs cost-benefit analyses and advises District in areas of investments, insurance, and leases.
- Oversees, processes and resolves third-party liability claims filed against the District, including coordinating the work of the District's Risk Management Committee (RMC).
- Conducts contract reviews, analyzes insurance coverage information and documentation for all agreements, leases, District issued permits and purchase orders.
- Periodically works directly with brokers and carriers to clarify District requirements and seek resolution of complex issues; provides notice to proceed when insurance compliance is achieved.
- Reviews and evaluates insurance requirements for contracts and agreements to mitigate risk to the District.
- Trains, coordinates, and/or reviews the work of staff and provides recommendations to the Finance Director and Finance Manager.
- Performs other related duties as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Budgetary principles;
- Financial accounting systems and principles and practices;
- Applicable Federal, State, and local laws, rules, and regulations;
- Mathematical and statistical principles;
- Financial control practices and procedures;
- Automated budgeting and financial systems;
- Financial reporting methods;
- Fund accounting principles and practices;
- Advanced research methods and techniques, report writing, and presentations based on research;
- Principles of and practices of public administration and organization applicable to public agencies;
- Basic risk management principles;
- Basic principles and practices related to supervision, training, and performance evaluations;
- Proper spelling, grammar, punctuation and writing practices;
- Public funds administration principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Governmental Accounting Standard Board (GASB) principles.

Ability to:

- Effectively problem solve, analyze information and present sound recommendations;
- Perform complex mathematical and analytical calculations;
- Prepare and maintain critical financial records;
- Interpret and apply laws, rules, and regulations;
- Research and resolve financial discrepancies;
- Prepare reports and conduct presentations for a variety of audiences;
- Effectively communicate complex concepts and detailed information;
- Prepare budget documents;
- Handle multiple priorities simultaneously;
- Prioritize workload and meet critical deadlines;
- Represent the District in meeting with other agencies and the public;
- Provide lead direction and technical support to staff when required;
- Exercise sound judgment within established policies and procedures;
- Interpret and apply accounting procedures and principles;
- Analyze complex financial information;
- Record, analyze, verify, reconcile, and report financial transactions;
- Work effectively with District staff and stakeholders;
- Utilize computer technology for communication, data gathering and reporting;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Travel to off-site work locations and off-site meetings depending upon job assignment.

TRAINING AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities would be:

- Bachelor's degree from an accredited college or university with major in Accounting, Business Administration, Economics, Finance, or closely-related field of study required,

and;

- Five (5) years of related experience in budget, accounting, financial analysis and/or any combination of education and training which demonstrates ability to perform the duties as described,

and;

- Demonstrated increasingly responsible experience in budgetary analysis and complex accounting procedures,

and;

- Prior successful experience working in public accounting and/or public agencies.

and;

- One year of lead or supervisory experience in public accounting and/or public agencies is desired.
- Experience and/or familiarity with risk management and insurance principles is preferred.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine. Enter and retrieve data from personal computers and terminals via keyboards, and is often performed while sitting for extended periods of time. Frequently operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. Demonstrate adequate hearing and speech to converse in person and over the telephone and vision to read printed

materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copies paper, office supplies, files, books and other package up to 10 to 25 pounds at a height to climb or balance; stoop, kneel, crouch, or crawl.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: January 2018
Revised: April 2018, August 2019, May 2021, August 2021, March 2023
Approved by: Human Resources Manager