



SUMMARY

Under direction, plans, organizes, and manages major Finance functions and activities, including annual and multi-year budget development, periodic forecasting, capital project financial analyses and spending projections, and serves as a financial business partner for the District's operating units. Provides highly responsible and complex professional staff assistance to the Business Services Manager (BSM), to whom this position reports, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff, typically the BSM and Financial Officer (FO). Does not directly supervise staff, though could indirectly supervise Financial Planning interns.

DISTINGUISHING CHARACTERISTICS

The Financial Analyst plays a key role in the annual and long term Operating and Capital Improvement Program (CIP) budgeting processes, monthly variance analyses in coordination with the FO (including drafting narratives in support of the monthly financial review), creating and maintaining cost accounting models, periodic financial forecasts, capital project spending projections and tracking, and ad hoc analyses in support of business unit and senior management requests. Successful performance requires working independently and demonstrating initiative and discretion. This classification is distinguished from the BSM in that the latter is responsible for strategic planning and management of all Finance, Information Technology, and Contract Administration functions, and from the FO, who manages all Financial Operations functions (audit, general ledger accounting, management reporting, payroll, accounts payable, accounts receivable) along with the Customer Service department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assists in the planning, organizing, and preparation of the District's annual Operating and CIP budgets and periodic forecasts. Supports the FO and BSM in monitoring, analyzing, and reporting on all aspects of the District's financial performance versus budget, with an emphasis on providing timely analyses and recommendations to District Management.
2. Assists in the development and maintenance of the District's cost accounting models in support of Service Based Budgeting.
3. Assists in the development, implementation, and maintenance of budget and management-reporting related systems and applications.
4. Supports accounting close and cash management process through participation in monthly reviews. Collaborates with the FO and business unit project managers to understand actual and/or projected variances versus approved Operating budgets.
5. Supports the financial analysis of CIP projects by focusing on the creation of project spending forecasts in conjunction with business unit project leaders. Collaborates with the FO and business unit project managers to understand actual and/or projected variances versus approved CIP budgets.
6. Works collaboratively with other departments; confers periodically with supervisors and managers.
7. May attend and/or speak at internal planning-related meetings.
8. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
9. Reviews a variety of documents for accuracy and completeness.
10. Conducts research, evaluates results, and prepares detailed analyses, reports, presentations, and general and technical correspondence.
11. Receives and responds to questions and concerns from internal and external customers; identifies issues and resolves problems or involves the BSM and/or FO as appropriate.



12. Completes special projects as assigned.
13. May assist in administering grant programs.
14. Assists with District special events, as needed.
15. Performs other duties, as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree or equivalent in economics, finance, accounting, business or public administration, or a related field is required;

AND

- One to four years of relevant work experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of budgeting, accounting, and management reporting.
- Business mathematics and financial and statistical techniques.
- Advanced Excel and PowerPoint techniques; knowledge of MS Dynamics and Kronos will be beneficial.
- Fundamentals of project management.
- Principles and practices of providing a high level of customer service.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Plan, implement, and manage large and complex budget processes.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Research, analyze, evaluate, and implement new methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications.
- Make accurate mathematic, financial, and statistical computations.
- Develop, implement, and maintain computer systems and applications, tracking systems, and advanced spreadsheets and databases.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Maintain confidentiality.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.



PHYSICAL DEMANDS

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents will typically work Monday through Friday during normal business hours, though will occasionally be asked to work beyond their normal schedule as needed to meet targeted deliverable dates.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Date Adopted:

Job Code: PT877

FLSA Status: Non-exempt