



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Financial Analyst III (Confidential)
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### **GENERAL PURPOSE**

Under direction, performs responsible, professional administrative, financial, budgetary, statistical, and other management analyses in support of departmental or District-wide activities, functions, and programs; recommends action and assists in formulating policy and procedure related to financial planning, budgets, rates, charges, debt, investments, banking, quarterly financial reports, internal management reporting and external financial reporting, monthly financial closing, and other financial activities; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced-level classification in the Financial Analyst series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform the most complex, difficult, and responsible analyses related to financial, systems, statistical, programmatic, management, and other administrative areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

A confidential employee is an employee who is required to develop or present management positions on collective bargaining, or whose duties normally require access to confidential information.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

### **TYPICAL 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.*

- Contributes to the development, compilation, consolidation, and implementation of the biennial or annual operating expense budget and ensures department managers have access to financial management system software; reviews and analyzes the annual District budget, analyzing current and historical trends, evaluating variances and improving cost effectiveness; conducts training classes on the use of budget/reporting software; assists in the development of final budget document and updates the financial budget into financial management system.
- Provides complex professional and technical assistance in the administration and implementation of the District's financial, revenue, budget, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, financial analysis, and reimbursement billings.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; implements policies and procedures, including standard operating procedures for assigned services.
- Performs a variety of financial research and analysis on various segments of the District's operations; collects and analyzes data on District practices, policies, and procedures; identifies, investigates, and makes recommendations for changes as necessary; performs cost-benefit analysis on proposed changes; produces findings and recommendations and prepares related reports.
- Updates the District's Consolidated Schedule of Rates, Fees, and Charges.
- Prepares a wide variety of financial and statistical reports, including year-end reporting, budgetary reports, assisting in the preparation of the Comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analyses.
- Coordinates monthly and year-end general ledger closing; prepares journal entries with proper documentation; posts and balances general ledger accounts; ensures compliance and accuracy in accordance with generally accepted accounting procedures and principles.
- 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.
- 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 make Board presentations of study results and recommendations.

- Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of government.
- Participates in various ad hoc projects and performs complex ad hoc analysis in support of executive decision-making on issues impacting the District.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, methods, and practices of public agency finance, budget development, economics, financial analysis, financial accounting, cost-benefit analysis, and statistical methods and research.
- Principles, practices, and terminology of financial statement preparation.
- Cost accounting methods and procedures.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility including professional standards and regulations relating to the financial administration of public agencies.
- 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.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze complex accounting, financial, administrative, operational, economic, political and organizational problems, evaluate alternatives and reach sound conclusions.
- Prepare clear and concise technical, administrative, and financial reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make calculations and tabulations and review fiscal and related documents accurately and rapidly.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Five (5) years of progressively responsible experience performing professional financial analysis in a comprehensive financial management program with three (3) years of experience as a Financial Analyst II or Accountant II.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, or finance in business or public administration, or a related field. An MBA or MPA is preferred.

Licenses/Certifications:

- None.

**PHYSICAL DEMANDS**

*The physical 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.*

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**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.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Financial Analyst III (Confidential)  
Last Update: October 2019

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>October 2, 2019</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Financial Analyst III (Confidential). I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_