



SENIOR FINANCIAL ANALYST

DEFINITION

Under direction, performs a variety of professional financial forecasting and analysis work of a specialized or complex nature; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class function as senior level staff specialists in the District's Finance and Administration Department. Areas of assignment may include, but are not limited to, financial forecasting, rate studies and analyses, and special financial studies and reports. This class is distinguished from those in the professional accounting series by its emphasis on financial forecasting and rate analysis.

This class reports to the Director of Finance and Administration.

TYPICAL TASKS - *Positions in this class may perform any or all of the below listed duties. These should be interpreted as examples of the work, and are not necessarily all-inclusive.*

1. Develops and analyzes long-range financial forecasts; maintains the District's Financial Planning Model and its component projections; inputs, retrieves and analyzes data using large spreadsheet applications with complex formulas.
2. Reviews and makes recommendations for revisions to the District's various rates, charges and fees based upon projected financial requirements; maintains a consolidated schedule of approved rates and charges; makes presentations to senior management and the Board of Directors regarding rate studies using presentation software.
3. Analyzes and makes recommendations on pending legislation and other proposals impacting financial operations of the District, such as annexations and tax appropriations; determines the District's appropriations limit, and appropriations subject to limitation, pursuant to state law; re-calculates District property tax revenues pursuant to redevelopment contracts with cities.
4. Serves as a Trustee for the District's deferred compensation plan and serves on the deferred compensation committee; provides technical assistance in evaluating fund performance, available investment choices and costs of operation.



5. Assists in bond sales and preparation of related reports and documents; coordinates disclosure reporting relative to Certificates of Participation and makes presentations to the Board of Directors regarding same.
6. Performs a variety of internal reviews and/or special studies of District operations and makes recommendations for improvement; assists external auditors by providing information to them relative to appropriation limits, bond sales, and rates and charges.
7. Assists in the annual budget process by providing information to the accounting group; provides technical assistance in the area of risk management and claims handling.
8. Maintains the District's various salary schedules; does costing of labor negotiation proposals for changes to employee salaries and benefits.
9. Performs other related work as required.

DESIRABLE QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

Education and Experience: Possession of a Baccalaureate degree from an accredited college or university with a major in finance or accounting and four years of full time financial analysis experience, some of which involved long-range financial forecasting and rate studies and analysis.

Knowledge, Skills, and Abilities

Knowledge of: - The principles and practices of accounting and finance; pertinent federal, state, and local laws and regulations governing water district financing; methods and techniques for conducting financial analysis and rate studies; deferred compensation programs; risk management and claims administration; research methods and statistical presentation.

Skill in: Operating a personal computer.

Ability to: Analyze and evaluate complex financial and accounting information; proficiently utilize computer programs including word processing, spreadsheets, data bases and presentation software; conduct rate studies and financial analyses, and prepare statistical summaries; maintain attention to detail while working under deadlines; keep sensitive information confidential; effectively handle multiple assignments; obtain information through interview or other means; communicate effectively, both orally and in writing; maintain detailed and accurate records; prepare clear and concise written reports; establish and maintain good working relationships with those contacted in the course of the work.



Working Conditions/Physical Requirements: On a continuous basis, sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use telephone and computer keyboard on a daily basis; frequently lift and carry items weighing up to 10 pounds and up to 30 pounds of file boxes or archival data intermittently.

Other Requirements: - none

Adopted: 2/93

Revised: 01/01

Approved: _____ Human Resources Manager