



Financial Analyst I/II

DEFINITION

Under general supervision (Financial Analyst I) or direction (Financial Analyst II), performs routine to moderately complex financial and statistical analyses in support of the District's financial planning and cash management initiatives; assists in the budget process and ongoing budget management as well as establishment and management of rates and charges; analyzes financial programs; and performs related duties as required.

Areas of assignment may include, but are not limited to financial forecasting, rate studies and analyses, budget development, monthly budget reconciliation, reporting and analysis, business process analysis and improvements, and special financial studies and reports.

DISTINGUISHING CHARACTERISTICS

Financial Analyst I is the entry-level class in the Financial Analyst series. Assignments at this level are subject to close supervision, review, and direction. As experience and proficiency are gained, assignments become more varied and complex.

This classification is distinguished from the experienced, journey-level Financial Analyst II which performs more complex financial analysis with greater independence, requiring broader professional knowledge gained through continuing professional development and experience. The Financial Analyst I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to the Financial Analyst II after a minimum of two (2) years at the first level and with demonstrated proficiency to meet the job requirements of the experienced Financial Analyst II classification.

Financial Analyst II is the experienced, journey-level class in the Financial Analyst series. Under general direction within a framework of established policies and procedures, the incumbent serves as journey-level staff specialist in the District's Finance Department, independently performing moderately complex financial analytical work and is assigned to support larger program and research activities.

The Financial Analyst II is distinguished from the Financial Analyst I in that the Financial Analyst II performs assignments of moderate complexity and works with greater independence whereas the Financial Analyst I performs assignments that are more routine and narrower in scope. The Financial Analyst II is further distinguished from the next higher level classification of Senior Financial Analyst, in that the latter class performs the most complex and consequential analysis and long-term financial planning, with limited oversight and direction, and performs research and makes recommendations on financial forecasting and other financial management practices with District-wide impacts and consequences. The Senior Financial Analyst may also provide technical supervision to lower-level staff in the Finance Department.

The Financial Analyst series is distinguished from classifications in the professional accounting series by its emphasis on financial forecasting, budget development, and rate analysis.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assists with the development of short-term and long-range financial forecasts and develops other financial analysis as needed; assists with maintaining short- and long-term cash flow analysis and other established financial reporting and makes recommendations for improvements where possible.
- Assists with cost of service and rate studies and helps to meet the timeline for rate changes for all scheduled meetings and other special provisions to ensure compliance with all government statutes, regulations, and any other guidelines, including provisions of Proposition 218.
- Assists with updating and maintaining the District's Financial Planning Model.
- Assists other departments in the adjustment or development of fees and charges.
- Assists with presentations to the Board of Directors, senior management, and other agencies as needed.
- Assists with monitoring pending legislation and other proposals impacting the financial operations of the District; assists with developing appropriations limits, calculating property tax revenues, and preparing property tax submittals to the County.
- As directed, participates in development of the District's annual budget; assists with developing budget analytical reports as needed; develops understanding of budget software and assists with training end users; assists with development of budget reports.
- Assists with monthly budget reporting and helps reconcile actual expenditures with the accounting system; assists accounting staff to correct any discrepancies in monthly input of budget data; helps analyze monthly variances and assists with working with various departments on areas of concern.
- Assists in the development and implementation of budgetary policies and procedures in accordance with any applicable laws, rules, regulations, or best practices.
- Assists with business process analysis and makes recommendations for improvements for increased efficiency and effectiveness.
- Assists in the development of the Comprehensive Annual Financial Report and provides support in the planning and organization of financial and compliance audits.
- Maintains records and files; prepares statistical materials, memoranda, reports, and correspondence.
- Assists in debt issuances and preparation of all related reports and documents including continuing disclosures, GASB compliance, compliance certificates, and arbitrage calculations and honors all deadlines; helps to assure that the provisions, required meetings, deadlines, and guidelines of any debt financing entity are met.

Financial Analyst I/II

- Assists with a variety of internal reviews and/or special studies of District administration and operations and makes recommendations for improvement.
- Assists in development of overhead rates, equipment rental rates, and other internal District rates as required.
- Assists with costing of labor negotiation proposals.
- Develops and maintains deep knowledge of all software applications used in Finance including the CIS, accounting, and budget software; prepares data extracts and assists with software upgrades as needed.
- Assists with tracking OPEB trust performance and schedules deposits and withdrawals; assists in ensuring OPEB and pension actuarial reports are developed on time and reviewed with management; prepares retiree health disbursements; reviews, updates, and maintains retiree records and answers health reimbursement questions for retirees and management in coordination with the Human Resources Division.
- Assists in responding to governmental surveys, public records act requests, and other governmental or public data requests.
- Assists with and performs benefit administrations activities including maintaining and reconciling benefit payments, computing amounts payable to insurance providers, and preparing the annual workers' compensation audit, in coordination with the Human Resources Division.
- Performs other related work as required.

REQUIREMENTS

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, accounting, economics, mathematics, business administration, or a related field; and

Financial Analyst I: Some experience related to professional accounting, budget preparation, financial analysis, and rate analysis and design.

Financial Analyst II: Two (2) years of full-time professional level financial analysis experience. Work experience includes experience performing a full range of financial, statistical and budgetary analyses and forecasting, budget development and monitoring, and rate analysis and rate design, preferably with a governmental agency or public utility.

Knowledge, Skills, and Abilities:

Knowledge of: principles and practices of governmental accounting (GASB) and finance, auditing, economic, and procedural analysis; financial analysis and forecasting; research techniques,

Financial Analyst I/II

methods and procedures; principles and techniques of systems and procedures analysis; basic mathematical principles and statistical methods; mathematical concepts and statistical methods related to financial analyses, planning, and forecasting; cost of service and rate analysis and rate design; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: develop leadership skills; collect, identify, sort, summarize, and analyze various financial and statistical data; learn and apply federal and state, ordinances, rules, and regulations governing fiscal operations and reporting requirements; perform rate and cost of service studies and design rates; research and analyze data, perform trend analyses, and forecasting; analyze financial, budgetary, operational, and administrative problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations; prepare annual budgets and monitor monthly activity; be a critical thinker that thinks outside the box; prepare clear, concise, and comprehensive reports, correspondence, and other documents involving technical, budgetary, and financial data in a manner appropriate to the audience; present conclusions and recommendations clearly, logically, and persuasively; maintain files, records, and documentation; exercise independent judgment and initiative within established guidelines; effectively manage multiple work assignments, set priorities, and meet established deadlines; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Working Conditions/Physical Requirements:

The essential functions of these classifications are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate computer keyboard on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift or carry items weighing up to 100 pounds and occasionally up to 30 pounds.

Revised: 03/2025

Approved: 
Human Resources/Risk Manager