



Class Code:

Supervising Financial Analyst

ALAMEDA COUNTY WATER DISTRICT
Revision Date: September 2018

DEFINITION

Under direction from the Manager of Finance, provides leadership, plans, organizes, directs and manages the budget and financial analysis needs of the District and coordinates special financial projects including: rates and charges development, financial analysis for strategic decisions; cash flow development and forecasts; operating and capital budget analysis; developing contracts and coordinating engagements with consultants; bond issue development and maintenance; development of the annual budget and capital budget; development of the 25 year capital budget; supports development of the CAFR and related financial information; manages District participation in the California Employers' Retiree Benefit Trust Fund to finance retiree health care benefits; provides expertise on financial issues for consideration by senior management or the Board; develops and maintains financial policies and administrative guidelines; develops new business processes for the Finance Department and helps implement the changes; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Supervising Financial Analyst is a single-position supervisory classification. Under administrative direction within a framework of overall goals and objectives, the incumbent is responsible for the leadership, direction, supervision, accuracy and completeness of a wide range of complex budget and financial analysis functions and activities including: strategic and long-range financial forecasting, financial and management analysis, departmental business process and system reengineering studies, water rate scenario analysis and development of water rate and connection fee recommendations; management of the development of operating and capital budgets, and supports the development of the annual CAFR and the annual audit. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive and evaluative in nature.

This classification is distinguished from other supervisors within the District by the specific responsibility for supervising the staff and activities of the budgeting functions and financial analysis activities. This classification is distinguished from the Manager of Finance in that the latter is a department head with overall responsibility for directing District-wide finance and related administrative support services and provides direction to this classification.

TYPICAL DUTIES

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

- Responsible for rate and fees analysis and development and adhering to timelines and state laws and requirements for reporting and implementation.
- Actively manages the preparation of the operating and capital budget; prepares reports and analyses of budgetary issues for consideration by senior management and/or the Board of Directors; monitors and reports on expenditure trends after budget adoption; reviews and prepares special and year-end reports; and reviews and improves budget work processes across the District to ensure optimal efficiency of workflow on an annual basis.

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- Revises budget policies, guidelines and business processes as needed to improve effectiveness and efficiency and trains end users when changes are made.
- Works with the Engineering Department in the development of the 25 Year Capital Plan.
- Develops and maintains cash flows and financial modeling for five, ten and 25 year financial planning. Develops and maintains any other financial reporting as needed by the Finance Department or the District.
- Provides financial information, analysis and support to others in connection with all aspects of the District business including rates and charges analyses, tax law changes and compliance, payroll and benefits changes and compliance, analysis of the liability insurance program, and any other financial needs for information, reporting and analysis for other District issues, and special projects and programs as required.
- Ensures that outstanding debt, and related reserves and financial transactions, are in compliance with annual reporting requirements of the District and GASB, and that the District is in compliance with all guidelines and reporting requirements of any associated debt financing entity, and also complies with IRS guidelines. Proactively analyzes need for new debt issuance and makes recommendations.
- Reviews and improves the District's debt and reserve policies, and develops any other necessary financial policies; reviews and improves financial administrative guidelines and recommends new financial policies and administrative guidelines as required.
- Provides support to the Accounting and Treasury Manager in the development of the annual CAFR.
- Stays current on legislative and tax changes and GASB guidelines, and any other pertinent guidelines that affect the Finance Department. Works with the Finance Manager to make recommendations on policy or procedural changes to ensure compliance with changes identified and implements policy and procedural changes as needed
- Manages use of the budget software system and works with the system's logic and capability to maximize information output. Understands and guides others on the logic of any interfacing software and instructs them on how to reconcile financial data and transactions between software systems.
- Works with the District's actuary to analyze the financial impact of District benefit programs and is responsible for the retiree health benefit.
- Recommends business process changes to cross-functional management peers to achieve improved joint performance efficiencies; implements business process changes and measures performance.
- Interviews and hires new employees; plans and evaluates the performance of staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing

development.

- Contributes to overall strategic planning for the Finance Department and district-wide and develops financial plans that are consistent with overarching District goals and objectives.
- 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 accounting, finance, or a related field and five (5) years of full time professional advanced financial analysis, rates and budget experience using a computerized financial management system, which includes at least two years' experience in a lead staff or supervisory capacity.

Knowledge, Skills and Abilities:

Advanced knowledge of: principles and practices of water rate settling and fee development; modern principles and practices of effective employee supervision and personnel and program management; principles of effective leadership; current economic conditions and forecasting techniques; principles and practices of financial analysis; cost estimating methods and principles and procedures of budget preparation, control and administration; cash management techniques; prudent investment practices; pertinent state and federal laws and regulations; generally accepted accounting principles and practices (GASB); governmental and utility accounting requirements; modern office practices and procedures including financial record keeping principles and procedures; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action.

Skill and Ability to: provide active leadership and effectively manage diverse financial management functions; be a critical thinker that thinks outside the box and plans and implements change initiatives; advise department manager on financial matters having District-wide impact; compile and analyze data; plan, assign, supervise and review the work of subordinate staff; interpret and explain computer generated financial and accounting reports; understand and apply relevant laws and regulations; proficiently utilize word processing, spreadsheet and report writer software applications; effectively operate a computer and other standard office equipment; prepare clear and concise reports; communicate effectively, both orally and in writing; establish and maintain good working relationships with those contacted in the course of the work; and perform the essential functions of the job without causing harm to self or others.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.

Working Conditions/Physical Requirements:

The essential duties of this classification 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

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dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard, 10-key calculator and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk.

Revised: 09/18

Approved: _____
Human Resources/Risk Manager