



## Senior Financial Analyst

Class Code:  
183

### DEFINITION

Under direction, performs a variety of professional financial forecasting and analysis work of a specialized or complex nature; provides leadership to other District staff regarding financial planning and management, as well as staff within the Finance Department; plans, coordinates and manages rates and charges and the full budget process; and performs related work 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

**Senior Financial Analyst** is the advanced journey-level classification in the Financial Analysts series. This classification is distinguished from the Financial Analyst II classification by performing the most difficult and complex and consequential analysis and long-term financial planning, acting as the staff specialist on financial and forecasting programs and research, and functions with limited oversight and direction. This class may provide technical supervision to lower level staff within the finance Department, as well as provide direction and oversight to other District staff in execution of the budget process, financial reporting, and other fiscal administration tasks.

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:

- Develops and analyzes short term and long-range financial forecasts and develops other financial analyses as needed. Maintains short- and long-term cash flow analysis and other established financial reporting, and makes recommendations for improvement where possible.
- Maintains and updates the District's Financial Planning Model and its component projections; makes suggestions for improvements as needed.
- Reviews and makes recommendations for revisions to the District's various rates, charges, and fee structures based upon projected financial requirements and maintains a consolidated schedule of approved rates and charges; assists in cost of service studies; assists in making timelines for rate adjustments to ensure that all meetings and public hearings are scheduled in a timely manner and that all applicable government statutes, including Proposition 218 provisions, are met.
- Assists departments in the adjustment or development of fees and charges; prepares presentations to senior management and the Board of Directors regarding rate studies and recommendations.

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- Analyzes and makes recommendations on pending legislation and other proposals impacting the financial operations of the District, such as annexations and tax appropriations; determines the District's appropriations limit and other appropriations pursuant to state law; assists in preparation of property tax submittals to County.
- Manages in the annual budget development process and provides support to departments in various budget matters; develops budget and financial analytical reports as needed; recommends improvements to software configuration, reporting and business processes that will increase efficiency and effectiveness; assists with developing budget software reports as needed.
- Reconciles monthly budget reporting with the accounting system and runs end of month reports; works with accounting staff to correct any discrepancies in monthly input of budget data; analyzes monthly variances and works with various departments on areas of concerns.
- Analyzes business processes and makes recommendations for improvements for increased efficiency and effectiveness.
- Assists in developing and implementing budgetary policies and procedure in accordance with any applicable laws, rules, regulations, and best practices.
- 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; assures that the provisions, required meetings, deadlines, and guidelines of any debt financing entity are met.
- Performs a variety of internal reviews and/or special studies of District administration and operations and makes recommendations for improvement.
- Develops overhead rates and assists in developing equipment rental rates, and other internal District rates as required.
- Assists in development of the Comprehensive Annual Financial Report and provides support to external auditors as needed.
- 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.
- Tracks 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.

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- 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.
- Maintains records and files, prepares statistical materials, memoranda, reports, and correspondence.
- 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 four (4) years of full time, professional level, complex financial analysis experience, which includes short- and long-range financial forecasting, rate studies and analysis, budget development, and financial analysis, reconciliation and reporting, 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, and forecasting; pertinent federal, state, and local laws and regulations governing water district operations, administration, and debt financing; methods and techniques for conducting financial analysis and rate studies; principles of cost of service studies; research methods, financial analysis techniques, and statistical presentation; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: analyze and evaluate complex financial and accounting information; lead special projects; conduct rate studies and financial analyses, and prepare statistical summaries; maintain attention to detail while working under deadlines; be a critical thinker that thinks outside the box; keep sensitive information confidential; effectively handle multiple assignments; obtain information through research, interview or other means; maintain detailed and accurate records; prepare clear and concise written reports; 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.

#### **Additional Requirements:**

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

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**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: 10/2019, 02/21

Approved: \_\_\_\_\_  
Human Resources/Risk Manager