

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Financial Analyst

**FLSA Status:** Exempt

**Supervisor:** Finance Director

**Effective Date:** September 2016

### **Definition/Distinguishing Characteristics**

Under general direction, this professional level position performs a variety of difficult and complex accounting and financial duties in support of District financial, accounting, budgetary and related administrative and analytical functions; coordinates with outside auditors; prepares a variety of financial and statistical reports; and provides accounting training of District staff.

### **Examples of Duties**

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, organizes and coordinates daily accounting functions, serving as technical advisor to District staff.
- Reviews and insures the accuracy of ledger posting and makes adjusting and correcting entries.
- Reconciles subsidiary ledger data with the general ledger.
- Coordinates and oversees the month-end and year-end closing process.
- Prepares draft monthly Board financial statements for Finance Director analytical review and write-up of data changes.
- Performs periodic internal audits of accounting records and operational processes to insure control procedures are working as intended.
- Coordinates annual audits conducted by outside auditors, including preparing the requested audit materials, schedules and certain reports and receiving and responding to questions.
- Prepares the financial statements, tables and other financial data for the annual report, including but not limited to, the Comprehensive Annual Financial Report (CAFR).
- Coordinates the preparation of the District's annual operating budget and financial forecast including the analysis of variances from actual to the budget.
- Coordinates grants and related audits by monitoring, reporting and maintaining grant budgets, activities and expenditures, grant compliance documents and records; assists with financially related compliance issues.
- Coordinates accounting functions of Capital Improvement Projects (CIP) and Developer Projects including monitoring and reconciling projects and expenditure coding, monitoring

approved budgets, processing revisions for approved projects, and ensuring approved project setup, billing and close-out.

- Performs cash management functions including maintaining and monitoring accounting functions, projecting cash flows and ensuring adequate funds to cover expenditures.
- Maintain knowledge of current development and innovations in governmental financial management, including budget management, revenue collection, treasury management, and financial accounting systems.
- Assists other departments with questions on the budget, proper coding, document processing, integration of accounting software to other systems, and other accounting-related activities.
- Prepares and submits a variety of local, State and Federal government required reports.
- Performs annual continuing disclosure requirements.
- Researches latest accounting statements and recommends implementation process.
- Monitors and makes cash transfers on District bonds, ensuring all debt service obligations are satisfied in a timely manner; records journal entries upon bond issuance.
- Prepares monthly schedules of reserved and surplus funds invested by type of investment, interest rate and due date.
- Performs special analytical studies as directed by the Finance Director.

### **Mental and Physical Requirements**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by automobile in conducting District business.
- Communicates frequently with District management staff and coworkers in one-to-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses computer, keyboard and mouse.
- Regularly uses office equipment such as copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 25 pounds without assistance such as large binders, books and small office equipment.
- Stands and sits for extended periods of time.
- Hearing and vision required to be within normal ranges with or without correction.

### **Qualifications**

#### ***Knowledge of:***

- Principles and practices of governmental accounting, auditing, and financial reporting including GASB.
- Finance, business and accounting principles.
- Accounting/Treasury functions of a public utility.
- Financial statements, financial modeling, cash flow analysis, financial securities, financial risk measures, and accounting requirements.
- Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation.

***Ability to:***

- Perform professional duties in the analysis of a variety of complex accounting and financial data.
- Apply accounting principles to the analysis of financial and accounting transactions and audit of financial records; prepare financial statements and reports.
- Understand and use complex financial concepts.
- Interpret and apply complex rules, regulations and laws pertaining to area of assignment.
- Develop and present technical and analytical reports and presentations.
- Monitor assigned accounting and financial analysis activities ensuring compliance with local, State, and Federal requirements and professional standards.
- Make presentations to senior management and coworkers.
- Plan and organize multiple activities.
- Work with minimal supervision.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Keep accurate records.
- Establish and maintain cooperative working relationships with coworkers, outside agencies and consultants.
- Pass pre-employment physical, drug and alcohol examination, and background check.

***Education, Experience, Licenses and Certifications:***

***Required:***

- A Bachelor's Degree in Accounting, Finance or related field.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

***Desirable:***

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- A Master's Degree in Business or Public Administration in the area of Accounting or closely-related field from an accredited college or university, and/or a CPA license, is strongly desired.
- Seven (7) years of increasingly responsible work experience performing accounting, treasury, investment, debt funding and financial analysis is strongly desired.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**