VALLECITOS WATER DISTRICT
PRINCIPAL FINANCIAL ANALYST

DEFINITION

Under general supervision, conducts a variety of organizational finance studies and projections, including some confidential labor relations information; performs financial and rate analysis, including water & sewer rates; makes recommendations for action and assists in developing policies & procedures; assists with budget development and implementation; performs related duties as required.

CLASS CHARACTERISTICS

This is a single incumbent, non-supervisory class, characterized by the performance of complex organizational financial analysis; identification and utilization of data sources; exercising independent judgment; knowledge of relevant regulations, laws, and guidelines, and implementation thereof. This position is distinguished from the Finance Manager, which oversees all functions of the Finance department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Conducts a variety of financial analyses, organizational studies, research, and operational studies; performs cost allocations and nexus studies; develops long-range financial planning and revenue requirements based on rate analysis and comparison to District budget; conducts various feasibility and cost studies; forecasts future financial impact of policy options, including labor relations; conducts financial & statistical research; performs analysis of statistical data; recommends and implements improvement to programs, policies, and procedures as appropriate;
- Develops and maintains rate models; assesses adequacy of rates and rate structures and makes rate recommendations in accordance with District budget and strategic plan; communicates with customers as necessary;
- Performs cost benefit evaluations of proposed capital and operating budget items; develops capital funding strategies; makes determinations related to the overall benefit of the proposal and alternatives; updates District policies, procedures, and documents accordingly;
- Collects and compiles information from various sources, including internal databases and systems, and external sources; identifies relevant data and its availability; works with Information Technology department to develop data collection processes; assesses data validity; performs data cleansing as needed;
- Analyzes data from multiple sources; integrates multiple data sets from various databases; identifies patterns, outliers, and anomalies; makes determinations and suggestions on how to best utilize and present data, including charts, reports, graphs, and other relevant records;
- Participates in the development of the annual budget; monitors revenues and expenses for assigned sections; notifies staff of overages as necessary; implements adjustments of additional funds needed for staff, equipment, materials, and supplies;
- Prepares Board and executive level reports, presentations, summaries, and correspondence; creates comprehensive technical records and reports; participates in, and presents during, committee and Board meetings; works directly with other District departments; represents the District to outside agencies & private firms in a professional manner;
- Creates comprehensive technical records and reports; develops methodologies for data collection and analysis that can be replicated; works with information technology to facilitate the automation of data collection for various departments;
- Reviews and evaluates work products, methods, and procedures for finance department and as requested by other departments; reviews control procedures; performs process analysis for the finance department, and other departments as requested;
- Maintains debt compliance with bond indentures, contracts & agreements; ensures financial compliance with all District rules, regulations, and procedures, including the District MOU; provides requested and required reports to various government and regulatory agencies, including the San Diego County Water Authority and CalPERS;
- Assists with the planning and coordination of budgeting, collections, and financing activities, as directed by Finance Manager; provides responsible, accurate, and thorough technical and administrative project support to Finance Manager;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Principles, procedures, and techniques of administrative & organizational financial analysis; professional rate analysis and rate setting standards; and research investigation;
- Mathematical and statistical computations;
- Public administration principles and practices; principles of effective public relations; management and cost accounting practices;
- Policies and procedures related to work, including Federal, State, & local laws;
- Relevant occupational health and safety regulations and guidelines; safe work methods and safety practices relevant to office work;
- Business data processing principles and computer user applications related to fiscal management;
- Operate a computer proficiently and utilize a variety of software and database applications.

Ability to:
- Research and prepare clear and concise financial reports;
- Communicate clearly and concisely, orally and in writing; maintain accurate records and files;
- Extract information from large databases using data mining tools such as: ODBC, SSRS, SQL Query Analyzer, MS Access, etc.;
- Make accurate financial calculations;
- Analyze technical, administrative, and operational problems, evaluate alternatives and reach sound conclusions;
- Represent the District in a variety of meetings; operate programs within budgets;
- Interpret and apply Federal, State, and local regulations;
- Establish and maintain effective working relationships with those contacted during work.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: a bachelor’s degree from an accredited college or university in accounting, finance, economics, business or public administration, or a closely related field; and three years of auditing or financial analysis experience, including advising management, preferably for a public agency.

**Licenses, Certificates, and Special Requirements**

- An active Certified Management Account certification, or Chartered Financial Analyst certification, is desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are frequently required to sit, talk, or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to walk. Employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.
I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature ___________________________________________ Date __________________

Supervisor Signature __________________________________________ Date __________________

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