

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2022

POSITION TITLE: **FINANCIAL ANALYST**

GRADE LEVEL: M14

SUPERVISOR TITLE: Assistant General Manager – Chief Financial Officer/Treasurer

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION



Under general direction, act of the main technical staff to plan, coordinate, implement, and participate in the complete range of finance related processes and tasks. Including the development of the annual operating and non-operating budgets, long range financial plans, debt administration, assisting with developing disclosures on debt issuance and continuing disclosure requirements, water rates and related models, performing special and complex financial, accounting, and statistical analysis with related informational reporting, and providing highly complex staff assistance to the Assistant General Manager – Chief Financial Officer/Treasurer

CLASS CHARACTERISTICS

This is a professional advanced-level classification with responsibility for performing, planning, organizing and managing multiple programs and functions. Duties may include performing the most difficult and complex tasks assigned to the work unit. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution. Positions at this level report to the assigned division head. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

Budget Monitoring & Development

-  Perform advanced research relating to budgetary assumptions and other key budget data
-  Perform complex analysis on budgetary information for the development of the budget and to monitor performance on budgetary goals

- ✎ Consolidate individual department budgets into operating and capital budget summaries
- ✎ Assist in the development and review of the complete budget document
- ✎ Prepare budget presentations for the Board of Directors and members of the public
- ✎ Assist in the development and review of the budgets for other agencies the District is responsible for such as its wastewater joint powers authority

Financial Planning/Modeling/Rate Setting

- ✎ Compose long range financial plans including projections, narratives, analyses, and presentations to management, committees, board of directors, and the public
- ✎ Develop and maintain water rate models to ensure fair and equitable rates and ensure full cost of service recovery
- ✎ Develop and maintain capacity fee and fee for service models to ensure fair and equitable fees
- ✎ Maintain a Cost of Service study for water, recycled water and sewer rates

Business/Finance/Accounting Analysis

- ✎ Provide highly complex analytical assistance to the Assistant General Manager – Chief Financial Officer/Treasurer; manage and participate in the preparation of reports and recommendations related to department operational and administrative issues
- ✎ Prepare and review reports, technical documents, and studies to determine their impact on the District
- ✎ In support of the District's mission plan, coordinate, and accomplish the District's finance functions; recommend strategies, identify potential opportunities, conduct business case analysis and perform financial forecasting
- ✎ Implement and administer organizational performance measurement efforts
- ✎ Review and evaluate work methods, procedures, services, and products; establish evaluation standards and criteria; monitor and measure effectiveness and efficiency
- ✎ Develop, implement, and ensure compliance with departmental operational policies and procedures
- ✎ Perform analytical procedures to assist in the review of accounting data for the District annual financial audit.
- ✎ Calculate and submit annual standby charges to Riverside County
- ✎ Interact with consultants on the administration of the District's Community Facility Districts and Assessment District

Municipal Finance

- ✎ Develop and maintain cash flow models, interact with external investment advisors to ensure compliance with District investment policy, produce investment performance reports for public review
- ✎ Explore alternative funding methods as well as monitoring of District reserves and participate in grant planning and administration
- ✎ Assist in the application of grants and monitoring of grant performance and compliance
- ✎ Interact with legal and bond counsel, municipal advisors, underwriters, rating agencies, banking institutions, and others involved in the issuance of District debt
- ✎ Participates in the periodic issuance of long-term debt and the preparation of the legal offering documents and annual updates to rating agency's
- ✎ Interact with consultants to ensure compliance with continuing disclosure and CDIAC requirements

Other

- ✎ Operate a personal computer including word processing, spreadsheet, and financial system software
- ✎ Deliver written and verbal reports to committees, board of directors, and the public
- ✎ Prepare financial reports, charts, tables, and other exhibits
- ✎ Perform related duties as assigned
- ✎ Serves on organizational wide project teams for software enhancements, program evaluations and process improvements

QUALIFICATIONS

Knowledge of:

- ✎ Principles and practices of finance, including tax exempt and land secured financings.
- ✎ Principles and practices of trend forecasting, regression and other technical analysis
- ✎ Appropriate understanding and working knowledge of cost accounting, accounting principles and internal controls
- ✎ Modern office equipment including computer software applications related to the field of work
- ✎ Principles and practices of sound safety management

Ability to:

- ✎ Plan, organize, coordinate, and assist in managing the financial, budgeting, and finance management information systems
- ✎ Organize, prioritize, and work on simultaneous assignments with attention to schedules and deadlines

- ✎ Communicate effectively during public presentations
- ✎ Provide advice and consultation to the Assistant General Manager – Chief Financial Officer/Treasurer on the development of financial plans, policies, and assets
- ✎ Comply with and enforce the District's Safety, Health, and Environmental policies
- ✎ Demonstrate high motivation, be a self-starter, exercise independent judgment and function effectively in a variety of difficult situations
- ✎ Think creatively and seek alternative solutions in order to produce results that benefit the District, its internal and external customers, while clearly articulating options to management and policy makers
- ✎ Interpret results and participate in formulating recommendations for action
- ✎ Establish and maintain cooperative working relationships
- ✎ Offer support information in order to create favorable public relations

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of experience and training. A typical example is:

Experience: Five (5) years of increasingly responsibility in accounting/finance/business analysis experience

Training: Bachelor's degree with major course work in finance, accounting, business administration, and/or related field

Licenses/Certificates:

- ✎ Valid California driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Frequently use office equipment such as a computer, copier and FAX machine
- ✎ Must be able to carry, push, pull, reach and lift materials and objects up to 25 lbs.
- ✎ Extended standing, walking, sitting, reaching, stooping, and bending
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Regularly uses a telephone or radio for communication
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction
- ✎ Regular attendance
- ✎ Work in a temperature controlled office environment with moderate noise
- ✎ Occasional travel by automobile conducting District business

OTHER REQUIREMENTS

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date