



Fair Oaks Water District Job Description

Financial Analyst

DEPARTMENT: Finance and Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Finance Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: July 1, 2022
ANNUAL SALARY RANGE: \$55,452.80 - \$74,838.40
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job

Under the direct supervision of the Finance Manager, the Financial Analyst is responsible for accounts payable, fixed assets accounting, projects and general ledger accounts reconciliation. The Financial Analyst may negotiate with vendors for the purchase of all materials, supplies, equipment and services used by the Fair Oaks Water District (FOWD). The Financial Analyst functions as an administrative support person to the management team.

Essential Functions

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Responsible for accounts payable and related reporting requirements.
2. Reconciles general ledger and subsidiary ledger accounts as assigned by management. Prepares journal entries for correction as needed.
3. Works with Finance Manager to implement and apply project accounting policies and procedures.
4. Reviews and records the fixed assets in the accounting system; assigns tag number and tags fixed assets in accordance with FOWD's Policies and Procedures.
5. Assists the Finance Manager with month-end close processes.
6. Responsible for checking in Custom Service Management (CSM) daily payment batches, misc. banking transactions, and posting related batches in MS Great Plains.
7. Reviews and posts inventory batches.
8. Acts as FOWD's back-up purchasing agent; solicits sources of supplies and analyzes prices, discount rates, delivery dates, transportation charges, previous performance, commitments and indications of financial responsibility and recommends the most advantageous offer for the FOWD's goods and services.
9. Confers with and advises FOWD management and staff on purchasing needs.
10. Handles discrepancies of shipments; takes corrective action to expedite late, incomplete or defective deliveries.
11. Prepares and processes purchase orders; matches invoices with purchase orders, allocates purchases to proper accounts and researches inventory reporting problems; ensures completeness and conformance with FOWD policies.
12. Assists management with compiling of Board meeting materials.
13. Assists with proper setup of Board room.

14. Assists with records retention program.
15. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
16. Maintains records in accordance with FOWD policy and procedures.
17. Assists with the bid packages and maintaining contract files.
18. Assists with collection of data for the year-end audit and annual budget review.
19. May work overtime as required with additional compensation.
20. Performs other duties as delegated, assigned or required.

Other Duties

1. May assist with customer service duties when directed by FOWD management.

Job Standards/Specifications

Knowledge of:

- Finance, business and accounting principles.
- Principles, procedures, and practices related to the purchasing of materials and equipment for a public agency.
- Market conditions, current prices, product availability, and the other critical elements of the purchasing process.
- Current information on trends and practices in public purchasing.
- Laws and regulations applicable to bidding procedures and purchasing functions.

Ability to:

- Communicate effectively both orally and in writing.
- Efficiently operate computers and applicable software and 10-key.
- Use automated spreadsheets and other fiscal record keeping systems.
- Maintain accurate records.
- Plan and organize multiple activities.
- Apply accounting principles to the analysis of financial and accounting transactions.
- Analyze purchasing procedures, methods, policies and systems, and recommend improvements.
- Effectively represent the FOWD's purchasing practices to vendors and other public organizations.

Typical Physical Activities

- Extended periods of walking, standing and sitting.
- Travel regularly by vehicle for FOWD related duties and activities.
- Exert some physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Differentiate between and perceive color, sound, smell, taste, and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

Environmental Factors

- Work primarily in an office environment, some outdoor work may be required.

Desired Qualifications

- Bachelor's degree in finance, business administration or related field.
- Intermediate skills in current Microsoft Office and accounting software applications.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Qualifications

- Minimum of four years’ progressive experience in accounting and finance.
- Minimum of four years’ progressive experience in procurement and purchasing.
- Proven experience in the application of current accounting principles.

Required Licenses/Certifications

- Valid California driver’s license.
- High School Diploma.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Finance Manager (Please Print): Chi Ha-Ly

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date: