



## Fair Oaks Water District Job Description

POSITION TITLE: Sr. Financial Analyst  
DEPARTMENT: Finance & Accounting  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: General Manager  
DIRECTLY SUPERVISES: N/A  
Job Description Date: January 1, 2009  
Annual Salary Range: \$60,000 – \$77,000

### **GENERAL STATEMENT OF JOB:**

Under general supervision of the General Manager, the Sr. Financial Analyst plans, organizes, and directs the financial accounting and related administrative functions of the District. In compliance with GAAP and GASB, prepares the District's fiscal reports, annual audit, and taxes. Assists the General Manager with the protection of District assets, budget activities, financial reporting to the Board, and performs any other related duties that may be required.

### **ESSENTIAL FUNCTIONS:**

*The statements contained herein reflect general details as necessary to describe the principle 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. Coordinates District financial activities including accounting, budgeting, accounts receivable and payable, investments and recommends policies related to finances.
2. Coordinates the District's annual audit; submits annual public notices (as dictated by California State Water Code) of review availability of District's audited financial statements.
3. Assists with the District budget process. Prepares the annual budget documents for submittal to the General Manager. Analyzes expenditures and revenues for budgetary purpose and reports budget versus actual results.
4. Calculates and reviews current and historical cash flow projections, determines excess District funds, and makes recommendations for allocation and investment.
5. Provides adequate and accurate preparation and maintenance of District accounting records according to GAAP and GASB requirements.
6. Acts as project accounting administrator for the District.
7. Provides technical assistance and guidance for the management related to financial matters; must be able to articulate financial concepts to the Board of Directors, staff and members of the public.

8. Submits accounting reports required by the State Controller's Office. Submits other reports as required by the county, state and federal governments and other agencies and regulations.
9. Prepares analyses of revenues, expenditures, water usage, MIP costs and other special projects as required.
10. Prepares monthly financial reports.
11. Coordinates annual Fair Oaks Financing Corporation (FOFC) meeting with Board of Directors and General Manager. Maintains all appropriate and required records for FOFC.
12. Reconciles general ledger.
13. Provides internal control of District financial and accounting and procedures.
14. Coordinates with Maintenance Supervisor to establish annual equipment, overhead and labor billing rates.
15. Assists other personnel in the performance of their duties as assigned on an as needed basis.
16. Proficient in governmental accounting and Generally Accepted Accounting Principles
17. Proficient in the principles and practices of accounting, bookkeeping and budget processing.
18. Proficient in the operation of financial software and related tools.
19. Proficient in the principles and practices of budget preparation and administration.
20. Maintain a high level of confidentiality with discretionary knowledge.
21. May work overtime as required without additional compensation
22. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

#### **MINIMUM TRAINING AND EXPERIENCE:**

- BA/BS in accounting, finance, or closely related field, and up to five years of increasingly responsible experience in accounting and finance.
- CPA preferred but not required
- Advanced skill in current Microsoft Office Applications.

#### **SPECIAL CERTIFICATES:**

- Valid California Driver's License Class C or higher.

#### **PHYSICAL REQUIREMENTS:**

- Exert light to moderate physical effort in sedentary to moderate work involving sitting most of the time, but may involve walking or standing for brief periods.
- Use fine and gross motor coordination in performing: preparing reports and walking to meetings, driving, and entering data into the computer.
- Travel infrequently by vehicle for District related duties and activities
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

#### **ENVIRONMENTAL ADAPTABILITY:**

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

*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):

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Signature:

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Date:

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Supervisor Name (Please Print):

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Signature:

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Date:

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General Manager: Tom R. Gray

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Signature:

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Date:

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