



Fair Oaks Water District Job Description

Financial Analyst

DEPARTMENT: Finance & Administration
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Finance Manager
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: September 1, 2017
ANNUAL SALARY RANGE: \$60,962 - \$82,160
JOB CLASSIFICATION: Regular Full-Time

General Statement of Job:

Under the direct supervision of the Finance Manager, the Financial Analyst will negotiate with vendors for the purchase of all materials, supplies, equipment and services used by the District and is responsible for assisting with the bid process and performing contract assignments in support of procurement activity. The Financial Analyst is responsible for reconciling the general ledger accounts, fixed assets accounting and projects. The Finance Analyst functions as an administrative support person to the management team and is responsible for a variety of technical and administrative accounting and financial reports. Provides technical writing support and quality control to the District's management team.

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. 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 District's goods and services.
2. Prepares bid packages, including purchasing specifications and proposal requests, assists in analyzing responses to identify which one best meets the District's needs.
3. Performs commonly used contracting methods and contract types related to pre-award, post-award and/or price/cost analysis functions to perform well-defined and precedent contract actions.
4. Prepares contract change notices and monitors contract budget.
5. Maintains file for each contract including original contract, all correspondence, changes/deviations, amendments, clarifications and payment schedules.
6. Ensures that the contractor is in compliance with legal requirements and government regulations related to labor compliance.
7. Provides contract summaries and ensures contract is executed in accordance with the District's policies and procedures.
8. Assists with contract termination procedures.
9. Confers with and advises District 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 District policies.
12. Presents factual information; composes memoranda, reports; and drafts contract provisions and supporting documents.
13. Provides technical writing support and quality control to the District's management team.
14. Reconciles the subsidiary ledger to the general ledger.
15. Reviews the general ledger posting for accuracy and prepares adjusting entries and corrections.
16. Records contract liabilities, maintains files, and posts to liability subsidiary ledgers for contracts.
17. Reviews and records the fixed assets in the accounting system and oversees the fixed asset tag number assignment in accordance with District Policies and Procedures.
18. Responsible for reconciling and monitoring project coding, expense coding and approved budget.
19. Responsible for processing budget transfers, project adjustments and ensuring approved project setup, billing and close-out.
20. Assists with the preparation and administration of the annual purchasing budget.
21. Assists the Finance Manager with month-end close and special projects as required.
22. Works with Finance Manager to implement and apply project accounting policies and procedures.
23. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
24. May work overtime as required with additional compensation.
25. Performs other duties as delegated, assigned or required.

Other Duties:

- Assists with collection of data for the year-end audit and annual budget review.
- Maintains current information on trends and practices in public purchasing.
- May act as back-up to Finance and Management Assistant.
- May assist with customer service duties when directed by District management.

Job Standards/Specifications

Knowledge of:

- 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.
- Laws and regulations applicable to bidding procedures and purchasing functions.
- Budget preparation and fiscal controls.
- Finance, business and accounting principles.

Ability to:

- Communicate effectively both orally and in writing.
- Analyze purchasing procedures, methods, policies and systems, and recommend improvements.
- Effectively represent the District's purchasing functions with vendors and other public organizations.
- 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.

Typical Physical Activities:

- Extended periods of walking, standing and sitting.
- Travel regularly by vehicle for District 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.

Qualifications:

- Minimum of four years' progressive experience in accounting and finance.
- Minimum of four years' progressive experience in procurement and contracting for a public agency.
- Advanced technical writing skills with the ability to produce high quality presentations and written reports.
- Advanced 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 Licenses/Certifications:

- Bachelor's degree in finance, business administration or related field highly desired.
- Valid California driver's license.

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:

Supervisor (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
