



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: January 1, 2020
ANNUAL SALARY RANGE: \$51,168 – \$69,076.80
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. The Financial Analyst is responsible for accounts payable, fixed assets accounting, projects and general ledger accounts reconciliation. 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 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. Responsible for accounts payable and related reporting requirements.
2. Acts as District's 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 District's goods and services.
3. Confers with and advises District management and staff on purchasing needs.
4. Handles discrepancies of shipments; takes corrective action to expedite late, incomplete or defective deliveries.
5. 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.
6. Reconciles general ledger and subsidiary ledger accounts as assigned by management. Proposes journal entries for correction as needed.
7. Reviews and records the fixed assets in the accounting system; assigns tag number and tags fixed assets in accordance with District's Policies and Procedures.
8. Responsible for checking in CSM daily payment batches, misc. banking transactions, and posting related batches in MS Great Plains.
9. Reviews and posts inventory batches.
10. Assists management with compiling of Board meeting materials.
11. Responsible for proper setup of Board room.
12. Assists the Finance Manager with month-end close processes.
13. Assists with records retention program.

14. Works with Finance Manager to implement and apply project accounting policies and procedures.
15. Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
16. Maintains records in accordance with District 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 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.
- Current information on trends and practices in public purchasing.
- Laws and regulations applicable to bidding procedures and purchasing functions.
- 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 practices to 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.

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:

Supervisor (Please Print):

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
