



## Fair Oaks Water District Job Description

### Sr. Financial Analyst

DEPARTMENT: Finance & Administration  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Finance Manager  
DIRECTLY SUPERVISES: Inventory Technician  
JOB DESCRIPTION DATE: January 1, 2020  
ANNUAL SALARY RANGE: \$67,059.20 - \$90,521.60  
JOB CLASSIFICATION: Regular Full-Time, Safety Sensitive

#### **General Statement of Job**

Under general direction of the Finance Manager, ensures implementation of policies and procedures related to: Financial reporting, bid process and contracts, District's inventory, safety programs, administrative building and corporation yard facilities maintenance, fleet maintenance and any other duties that may be assigned by management.

#### **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. Provides financial analysis/forecasting of revenues and expenses to management as needed.
2. Provides financial reports as needed.
3. Provides budget to actual variance analysis of project expenses as needed.
4. Performs various month-end close processes including accrual journal entries.
5. Reconciles assigned general ledger and subsidiary ledger accounts.
6. Reconciles bank statements.
7. Prepares bid packages, including purchasing specifications and proposal requests, assists in analyzing responses to identify which one best meets the District's needs.
8. Performs commonly used methods to pre-award, post-award and/or price/cost analysis functions to perform well-defined and precedent contract actions.
9. Prepares contract change notices and monitors contract budget.
10. Maintains file for each contract including original contract, all correspondence, changes/deviations, amendments, clarifications and payment schedules.
11. Ensures that the contractor is in compliance with legal requirements and government regulations related to labor compliance.
12. Provides contract summaries and ensures contract is executed in accordance with the District's policies and procedures.
13. Assists with contract termination procedures.
14. Update District's website as directed by management.
15. Responsible for the maintenance and repair of District's administrative building and corporation yard facilities.
16. Responsible for the inventory system to ensure inventory levels and quality control are in accordance with District policy.
17. Responsible for implementing the FOWD's Injury and Illness Prevention and related safety programs.

18. Responsible for the implementation of District's fleet maintenance program.
19. Participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for equipment, materials and supplies; assists with the long-range planning of District operations and maintenance.
20. Assists with onsite IT support.
21. Assists with records retention management.
22. Assists with fixed asset management; reviews fixed assets regularly and submits retired assets for management approval.
23. Responsible for processing budget transfers, project adjustments and ensuring approved project setup, billing and close-out.
24. Maintains records in accordance with District policy and procedures.
25. Responsible for construction meter equipment rental.
26. Assists with the year-end audit.
27. Assists in implementing security program.
28. Assists management with compiling of Board meeting materials.
29. Reviews and approves time reports in accordance with District policies and procedures.
30. Prepares employee performance evaluations for submittal to the Finance Manager.
31. Ensures that all FOWD's permits are current.
32. Adheres to all policies, procedures and standards of FOWD and pertinent federal, state and local laws relating to position functions.
33. May work overtime with additional compensation.
34. Performs other duties as delegated, assigned or required.

#### **Other Duties**

1. May act as back-up to the Finance and Management Assistant.
2. May assist in implementing outreach programs promoting District and water use efficiency education.

#### **Job Standards/Specifications**

##### **Knowledge of:**

- Finance, business and accounting principles.
- Safety laws, rules and regulations.
- Laws and regulations applicable to bidding procedures and purchasing functions.
- 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.
- Water industry related terminology and procedures.
- DOT regulations for performing safety sensitive functions.
- Microsoft Office applications.

##### **Ability to:**

- Supervise, train and evaluate staff.
- Work flexible schedule, including occasional evenings and weekends.
- Communicate clearly and effectively both orally and in writing.
- Plan and organize multiple activities.
- Operate fork-lift.
- Maintain accurate records.
- Add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions rapidly and accurately.

### **Typical Physical Activities**

- Travel regularly by vehicle for District related duties and activities.
- Regularly use a telephone for communication.
- Work at a desk for an extended period of time.
- Operate a variety of automated office machines including computers, copiers and FAX machines.
- Communicates orally with District staff and the public in face-to-face, one-to-one and group settings.
- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

- Exposure to sun: Work time spent outside a building and exposed to sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

### **Desired Qualifications**

- Four years of experience in a supervisory or lead capacity.
- Minimum of three years' experience in the water industry.
- Basic leadership skills required to lead a team of employees.
- Advanced skills in current Microsoft Office and accounting software applications.
- Advanced technical writing skills with the ability to produce high quality presentations and written reports.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

### **Required Qualifications**

- Bachelor's degree in finance, business administration or related field.
- Minimum of four year's progressive experience in accounting and finance.

### **Required Licenses/Certifications**

- Forklift Operator Certification or ability to obtain within one-year of employment.
- OSHA 10 Certification (10-hours of OSHA training) or ability to obtain within one-year of employment.
- 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, and 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 Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: Tom R. Gray \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_