



# Marin Municipal Water District

## FINANCE ANALYST

### **DEFINITION**

Under general supervision, performs complex financial/accounting analysis and support and administrative work in the preparation and maintenance of budgetary, purchasing, grant funding, employee benefits, and statistical records; plans, demonstrates understanding of all applicable policies, procedures associated with assigned duties; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single incumbent, non-supervisory class, characterized by the performance of financial and budgetary analysis and knowledge of applicable regulations, policies and procedures. This journey level analyst class performs a wide variety of budgetary and simple to complex financial and accounting analysis and technical support work for the Finance Division and assists the Administrative Services Division Manager / Treasurer and Assistant Finance Manager with the responsibilities of the division including, but not limited to, grant administration, Board of Directors committee administration, mandatory reporting, budget development and implementation, administering the district's deferred compensation plans, program and contract administration and issues related to district credit cards, budget transfers, and other related duties.

This classification differs from the Accounting Clerk series by its specialty knowledge, skills and abilities in budget-related areas as well as its responsibility for performing duties related to employee benefits, grants, contracts, and financial administrative support duties. This class is further distinguished from other technical, office administrative and analyst classes by its requirement for minimal supervision and access to confidential information relating to board member and committee activities, employee and labor relations data, employment records, personnel actions, and selection processes.

### **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to the following:

- Performs a variety of financial and accounting analyses, conducts financial and statistical research; makes recommendations for action as appropriate.
- Prepares and maintains a wide variety of financial records and information; utilizes automated financial systems and a variety of computer applications to enter, store and retrieve information; researches and gathers information from a variety of sources for the completion of forms or preparation of reports.

- Provides information to the public, other governmental agencies and staff requiring of judgment and the interpretation of a variety of policies, rules and procedures.
- Performs grant administration as assigned by coordinating with staff and external stakeholders in preparing project summaries and expenditure reports in accordance with established guidelines.
- Assists with the development and preparation of the two year operating and capital budgets by performing analysis and providing support and instruction to staff on budget request preparation.
- Reports and maintains records for fire flow tax assessment reporting to the County; communicates with the public on program regulation and coordinates any fee related property tax waivers.
- Prepares and administers service and consultant related contracts, reviewing insurance from the vendor for proper compliance.
- Prepares agenda items and reports for the district's Board of Directors/Finance Committee, records and prepares meeting minutes, coordinates with other divisions, departments, other agencies, members of the public and board members for special requests and telecommunications.
- Maintains accounting, financial and statistical records; maintains varied subsidiary databases and reports.
- Prepares simple to complex statistical and operational documentation for signature; and assists in gathering and compiling a variety of budget related materials.
- Processes employee benefit and risk management documents;; maintains and updates employee files for payroll and benefit information.
- Performs a variety of general office and administrative office support functions independently including typing, record keeping, proofreading, generating forms, producing correspondence and documents, and preparing periodic and special reports.
- Coordinates activities with other agencies; participates as departmental representative in district-related committees as assigned.
- Processes, tracks and reconciles contract agreements and associated fees and disbursements; coordinates records, fee collections and reimbursements for fiscal reporting to the North Bay Watershed Associates (NBWA).
- Establishes positive working relationships with district management and staff and the public, and;
- Performs other duties as assigned.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge of:**

- Principles and methods of governmental accounting, budget development, contract administration and employee benefits management.

- Principles and techniques of grant administration and reporting. Principles and practices of Public Administration with regard to holding and reporting on public meetings, records requests and confidential information.
- Advanced skills utilizing Microsoft Excel, Word, Power Point, Access, Visio and Adobe Acrobat.
- Public relations techniques and procedures.
- Research methodology, report writing, basic statistics analysis and development of presentations based on research; and spreadsheet development.
- Modern office practices, procedures and equipment including letter and report writing.
- Correct English usage both written and oral including spelling, punctuation, grammar and composition.

**Ability to:**

- Research, compile, and summarize varied information relating to budgeting, finance, demographic and agency comparisons and employee benefit matters.
- Understand, interpret, explain and apply department, district, county, state, and federal rules, regulations, policies, procedures and ordinances.
- Analyze problems and develop solutions.
- Work independently with little supervision.
- Make arithmetic and statistical calculations quickly and accurately; use initiative and sound judgment.
- Prepare and maintain various simple to complex financial, accounting, employee benefit, and statistical records.
- Plan, organize and prioritize work, coordinating several activities and meeting critical deadlines.
- Prepare a variety of accounting, financial and budgetary reports and analysis.
- Prepare clear and accurate reports, correspondence, and data spreadsheets.
- Use adding machines and calculators in computing mathematical problems involving fractions, decimals and percentages.
- Maintain accurate records and files.
- Exercise sound judgment within established policies and procedures.
- Communicate clearly and concisely, both orally and in writing, to a wide variety of audiences.
- Exercise discretion and sensitivity in interpreting and communicating district policies and programs.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training**

Any combination of experience and training that would likely provide the required knowledge and abilities would be:

- Graduation from an accredited college or university with a major in Finance, Accounting or Public Administration or closely related field and two years of experience in a local government agency with some responsibility in budget analysis and preparation, employee benefits management, contract and grant administration or similar duties.

OR

- A combination of some college level coursework in Finance, Accounting or Public Administration and eight (8) years of related experience in a local government agency with some responsibility in budget analysis and preparation, employee benefits management, contract and grant administration or similar duties.

### **OTHER REQUIREMENTS**

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine. Enter and retrieve data from personal computers and terminals via keyboards, and is often performed while sitting for extended periods of time. Frequently operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. Demonstrate adequate hearing and speech to converse in person and over the telephone and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books and other package up to 10 to 25 pounds at a height to climb or balance; stoop, kneel, crouch, or crawl.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

**Established:** August, 2005

**Revised:** July 2015, February 2017

**Approved by:** Human Resources Manager