



# MARIN MUNICIPAL WATER DISTRICT

## FINANCIAL MANAGEMENT ANALYST

### **DEFINITION**

Under general direction of the Finance Manager, the Financial Management Analyst is responsible for providing and responding to technical inquiries and information requests related to the financial operations and processes of the District, performs research and analysis, and complex budgeting functions including: assisting with intra-district department changes in finance processes, procedures and policies; provides training and guidance on budget preparation, monitors, reconciles, and highlights areas of concern; conducts financial, statistical, and analytical studies; prepares and assists in the preparation of budget, financial reports, and statements; treasury management functions; develops integrated revenue/expense analyses, projections, and reports; performs financial forecasting and reconciliation of fund balances; performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Financial Management Analyst is a professional, senior-level position of the Finance Department under the Administrative Services Division. This is a single incumbent, mid-management classification characterized by the performance of a full range of professional and technical support, consultation, and complex analysis of budgetary and financial transactions. This position exercises judgment in the interpretation and application of related laws, regulations, practices and procedures.

This position differs from the Finance Analyst by its technical and specialized knowledge in finance and budget and by the assignment of supervision over technical or professional staff and lead responsibilities, if required. Incumbents may also be requested to act in the absence of the Finance Manager when needed.

In addition, this position will perform district-wide insurance review to evaluate different insurance policies to determine the associated risks involved in the District's contracts and agreements. This includes collecting and analyzing all the necessary insurance certificates and endorsements prior to issuing purchase orders to vendors. Experience in this area is preferred, but not necessarily required as required training will be provided. However, strong analytical and problem-solving skills are required.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Serves as a liaison to all other departments and management by providing professional and technical expertise required to manage fiscal resources appropriately.
- Prepares and maintains a wide variety of financial records and information; ensures compliance with the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). Regularly analyzes the District's budget and financial information, and reports to Finance Manager areas of concern and recommended actions to address these areas of concern.
- Assists Finance Manager in assessing and processing financial transactions and managing financial operations within the District; recommends process improvements to ensure integrity and timeliness of financial transactions.
- In the absence of the Finance Manager, may assume responsibility of the Finance Manager if required.
- Coordinates and assists with the development, preparation and implementation of the two-year operating and capital budgets by performing statistical analysis of cash flow; monitoring and evaluating budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.
- Assists with the annual financial and grant audit, and preparation of Comprehensive Annual Financial Report (CAFR) to comply with legal obligations of the Finance Department.
- Assists with preparation of the annual State Controller's Financial Transaction Reports and the Statement of Indebtedness to comply with California State regulation.
- Analyzes financial system needs and identifies methods to manage information and procedures with greater efficiency and reliability. Analyzes the flow of information system data and develops internal procedures for staff to facilitate the timely and accurate entry of financial records.
- Conducts contract reviews, analyzes insurance coverage information and documentation for all agreements, leases, District issued permits and purchase orders; periodically works directly with brokers and carriers to clarify District requirements and seek resolution of complex issues; provides notice to proceed when insurance compliance is achieved.
- Participates in strategizing systems solutions and provides on-going technical guidance in the general use of reporting using the financial system.
- Assists with analyzing operational cash flow management, including forecasting cash needs and daily cash management.
- Maintains effective communication with staff regarding financial matters; provides information and technical support in the development and revision of policies and regulations; assists in the development of procedures; reviews proposed contracts for adherence to District policy, state laws and regulations.

- Provides support to District staff as a fiscal advisor when necessary. May train, coordinate, and or review the work of staff and provide recommendations to the Finance Manager, if needed.
- Researches and analyzes financial data as requested by the Finance Manager; reconciles and identifies financial discrepancies; resolves financial inquiries from District staff and recommends solutions.
- Prepare, collect and update data needed to renew the District's annual insurance policies.
- Review and evaluate insurance requirements for contracts and agreements; and
- Performs other related duties as required.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### Knowledge of:

- Budgetary principles;
- Financial accounting systems and principles and practices;
- Applicable Federal, State, and local laws, rules, and regulations;
- Mathematical principles;
- Financial control practices and procedures;
- Automated budgeting and financial systems;
- Financial reporting methods;
- Fund accounting principles and practices;
- Advanced research methods and techniques, report writing, basic statistics and development of oral presentations based on research;
- Principles of and practices of public administration and organization applicable to public agencies;
- Basic principles and practices related to supervision, training, and performance evaluations;
- Proper spelling, grammar, punctuation and writing practices;
- Public funds administration principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Governmental Accounting Standard Board (GASB) principles.

#### Ability to:

- Effectively problem solve, analyze information and present sound recommendations;
- Perform complex mathematical and analytical calculations;
- Prepare and maintain critical financial records;
- Interpret and apply laws, rules, and regulations;
- Research and resolve financial discrepancies;
- Prepare reports and conduct presentations for a variety of audiences;
- Communicate complex and detailed reports and information;
- Analyze statistical and financial relationships in data;
- Prepare budget documents;
- Handle multiple priorities simultaneously;
- Prioritize workload and meet critical deadlines;
- Represent the District in meeting with other agencies and the public;

- Provide lead direction and technical support to staff when required;
- Exercise sound judgment within established policies and procedures;
- Interpret and apply accounting procedures and principles;
- Analyze complex financial information;
- Record, analyze, verify, reconcile, and report financial transactions;
- Work effectively with District staff and stakeholders;
- Utilize computer technology for communication, data gathering and reporting;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Travel to off-site work locations and off-site meetings depending upon job assignment.

### **TRAINING AND EXPERIENCE**

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

- Bachelor's degree from an accredited college or university with major in Accounting, Economics, Finance, or closely-related field of study required,

**and;**

- Four (4) to Five (5) years of related experience in budget/accounting/finance/analysis and/or any combination of education and training which demonstrates ability to perform the duties as described,

**and;**

- Demonstrated increasingly responsible experience in budgetary analysis and complex accounting procedures,

**and;**

- Prior successful experience working in public accounting and/or public agencies.

**and;**

- One year of lead or supervisory experience in public accounting and/or public agencies is desired.
- Experience and/or familiarity with insurance requirements pertaining to contracts and agreements is desired.

## **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.”

## **LICENSES AND/OR CERTIFICATIONS**

Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

## **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 copies 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. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: January 2018  
Revised: April 2018, August 2019  
Approved by: Human Resources Manager