

## **BUDGET and REPORTING ANALYST**

### **MERCED IRRIGATION DISTRICT BUDGET AND REPORTING ANALYST**

FLSA Status –Exempt

#### **DEFINITION:**

Under general direction, perform a variety of professional level duties in support of departmental and District-wide budget activities, functions and programs. Perform complex financial, accounting, budgetary, statistical, and operational analyses; recommends action and assists in formulating policy, procedure, and work flow designs. Participate in the the development of the District's annual operating and capital budgets including support schedules and cost allocations, coordinate the District's annual audit, prepares assigned narrative, notes, schedules and worksheets, and perform specialized analysis and project management as needed.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

- Perform a full range of professional level accounting duties; perform advanced recordation and analysis of District financial transactions to ensure the highest level of accounting accuracy, including reconciliations, general ledger account coding and expenditure verification.
- Coordinate and participate in the preparation of the District's annual budget (operating and capital) with all District departments; formulate budget assumptions and cost allocation philosophy; prepare a variety of spreadsheets including revenue and expense forecasts; analyze budget information received from all departments to help ensure accuracy and reasonableness; prepare various informational support documents for presentation to management and the Board of Directors; oversee the publication and distribution of the budget; train staff on budget development, budget use, and budgetary control policies and procedures.
- Contribute to the preparation of the District's Annual Financial Report; prepare assigned narrative, notes, schedules, and worksheets.
- Provide financial information, schedules, and reconciliations to the District's independent auditors as needed for the preparation of year-end audited financial statements.
- Perform internal audits, as necessary, to ensure compliance with internal controls and to ensure accuracy of rates charged to customers; performs internal audits of loan and grant funding related to the District's Capital Improvement Program to ensure accuracy, integrity, and reporting compliance.
- Prepare and develop staff reports as needed, and provides assistance to all Departments with composition and review of financial information required for completion and submission of staff reports to Board.
- Generate a variety of financial reports required for management reporting by utilizing both manual and computerized spreadsheet applications; assists other accounting staff and departmental management in the preparation of reports and presentations to District management and the Board of Directors.
- Coordinate and participate in a variety of special projects; serve as project lead for the design, development, and implementation of special projects for the accounting and customer service groups; work with staff from various departments to develop and implement changes; monitor the effects of the changes to ensure that they are working as prescribed.
- Develop and implement systems, procedures and written documentation required to efficiently carry out the goals and objectives of District's strategic plan as related to Finance, and ensure operation as prescribed.
- Recommend system improvement, manual or computerized, and defines required changes.
- Keep abreast of computer technology in order to ascertain the most efficient system improvements.

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- Provide support to the District's investment activities; maintain investment records and related documents; prepare monthly reports as needed.
- Administer the District's long term debt programs; ensure the preparation and processing of payments; maintain debt, accrued interest, bond discount/premium, and issuance costs spreadsheets; assist with debt refinancing or acquisition of debt as necessary.
- Performs duties above for Twin Lakes Management Company, as applicable.
- Perform other duties as required, directed or assigned.

### **QUALIFICATIONS:**

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

### **Education:**

- Graduation from an accredited four-year college or university with major coursework in accounting, business administration, or a related field
- Coursework in governmental accounting is desirable

### **Experience:**

- Three (3) to five (5) years of increasingly responsible experience in the accounting or finance field.
- Three (3) years of professional level experience.

### **Knowledge of:**

- Principles and practices of budget preparation and administration.
- Principles and practices of rate setting methodologies and administration.
- Principles and practices of internal control and internal auditing.
- Principles and techniques of financial analyses.
- Generally accepted accounting principles and practices.
- Governmental accounting theory, concepts, procedures, techniques, and reporting.
- Methods and techniques of effective technical, administrative, and complex financial report preparation and presentation.
- English usage, spelling, grammar, and punctuation.
- Customer service techniques, practices, and principles.

### **Ability to:**

- Perform a full range of responsible professional level accounting duties.
- Collect, analyze, evaluate, and interpret complex information and data including complex financial data.
- Adheres to generally accepted accounting principles.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Understand the organization and operation of the District and of outside agencies as necessary to perform assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures, as well as pertinent laws, codes and regulations, with good judgment.
- Communicate clearly and concisely in writing as well as orally with individuals and in group and public presentations.

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- Perform mathematical calculations quickly and accurately including addition and subtraction, multiplication and division, and calculate percentages, fractions, and decimals.
- Operate and use modern office equipment including computers, as well as intermediate experience with software applications that perform word processing, spreadsheet, accounting, and presentation functions.
- Work cooperatively as a team member with Finance personnel, other departments, customers, District officials, and outside agencies. Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- Work independently in the absence of supervision with steady pressure and frequent interruptions. Plan and organize work to meet changing priorities and deadlines.

### **Necessary Special Requirements:**

- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

### **ENVIRONMENTAL FACTORS:**

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours.
- Work performed in an office environment.

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

### **ESSENTIAL MENTAL ABILITIES:**

- Exercise independent judgment.
- Self directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

### **TYPICAL PHYSICAL DEMANDS**

- Communicate orally and in writing with District management, co-workers and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

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Sitting: Remains in a seated position for up to eight (8) hours per day  
Hands/Arms: Operates computer for up to eight (8) hours per day  
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.  
Stooping: Bends body downward and forward by bending at the knees or waist  
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.  
Hearing: Hears well enough to receive communications in person and by telephone.  
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

### **SUPERVISION:**

The position receives general supervision from the Controller.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature/Date

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Supervisor Signature/Date

**The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**