MERCED IRRIGATION DISTRICT
FINANCIAL ANALYST

FLSA Status –Exempt
Unrepresented – At Will Employee

DEFINITION:

Under general direction of the Controller and Chief Financial Officer, perform a variety of professional level duties in support of departmental and District-wide 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. Coordinate and participate in the development of the District's annual operating and capital budgets, coordinate the District's annual audit, assist in conducting cost of service studies including formulating the District's water and electric rate structures, maintain the District's long-range financial plan and computer model, perform District treasury functions, and perform specialized analysis and project management as needed.

Incumbents are experienced and perform responsible and difficult accounting and analytical work in support of the Finance Department and District-wide programs. Assignments are typically received in broad outline form, and incumbents are expected to develop applicable resources and information. Incumbents are expected to exercise good judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

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 support schedules 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.
- Preparation of the District's Annual Comprehensive Financial Report; prepare assigned narrative, notes, schedules, and worksheets, including requests from the District's independent auditors, as needed.
- Perform cost of service studies for water and electric functions, including determining revenue requirements; maintain and enhance the District's computerized rate model; develop rate methodologies; formulate water and electric rate structures and other related charges for consideration by the Board of Directors; update water and electric billing systems with all Board approved water and electric rates, fees, and charges; train Customer Service staff on rate structures and rate philosophy to ensure accuracy in the customer database.
- Using cash flow forecasts and multi-year capital budgets, maintain the District's computerized long-range financial model in order to determine the funding needed to support operational costs and the Capital Improvement Program; develops source of funding scenarios including water and electric rates, property taxes, and debt financing.
- Manage and analyze the District's treasury activity with responsibilities for cash and treasury operations, short-term borrowing and investments, as well as payments. Monitors compliance

with the District's treasury goals, review financial transactions, prepare treasury reports and related general ledger entries, and create financial forecasts and management strategies.

- 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.
- 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, customer service, and parks and recreation 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.
- Manage the Finance Department's Electronic Data Management program; maintain system records; create and train workflow processes
- Recommend system improvement, manual or computerized, and defines required changes.
- Keep abreast of computer technology in order to ascertain the most efficient system improvements.
- Provide support to the District's investment activities; maintain investment records and related documents; prepare monthly reports as needed.
- 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:

- 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.
- Advanced Excel knowledge
- 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.
- 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.

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 Chief Financial Officer.

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.