

SILICON VALLEY CLEAN WATER
Job Description
October 2013

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Financial Analyst

GRADE:

FLSA: Non-Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water ("SVCW"). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

Plans, organizes, and implements SVCW's current and long-range financial activities; prepares and oversees SVCW's budget; conducts various management policy and operational studies with an emphasis on implementing cost effective solutions. Makes regular presentations to the Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Plans, organizes, and implements SVCW's long-range financial activities with other departments and member agencies.
- Participates in development and implementation of goals, objectives, policies, and priorities to manage SVCW's major projects financing plan.
- Develops and implements long-range operations and maintenance of financial plan.
- Prepares and presents financial and administrative reports and analysis to the department managers and the Commission.
- Reviews, evaluates, and recommends improvements in methods, procedures, systems, forms, and records.
- Develops procedures to implement new financial system requirements.
- Coordinates SVCW's cash management system needs with the Controller.
- Manages the timely and accurate preparation of budget documents and financial reports, including the Annual Financial Report.
- Prepares SVCW's budget; develops budgeting guidelines and assumptions based on Manager's and Commission's direction.

- Develops SVCW's revenue requirements to meet budgetary funding needs; reviews and analyses departmental budget requests; recommends budget allocations to the Manager.
- Analyses financial operations, revenues, and expenditures.
- Compiles, reviews, analyses, and reports on annual operating and capital budgets.
- Administers the annual budget and advises departments of budget problems, policies and procedures; assists in the maintenance of proper budgetary controls.
- Responds to inquiries from SVCW staff regarding budget questions and issues.
- Make presentations on assigned projects and programs to management and the Commission.
- Represents the department to outside agencies and organizations.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- General accounting terminology and principles.
- Principles and practices of public finance administration including administrative practices, personnel, and budgeting.
- Laws regulating the financial administration of local government.
- Program analysis, revenue forecasting, and budget preparation.
- Statistics, research, and reporting methods.
- Principles and practices of municipal government operations, including organization, administration, municipal finance, and planning.
- Financial information systems.
- Modern office methods and procedures.
- Office equipment such as computer, printer, fax machine, photocopier.
- Word processing, spreadsheet and other related software applications.

Ability to:

- Communicate effectively verbally and in writing.
- Perform financial and statistical analysis.
- Maintain budgeting and forecasting spreadsheet models.
- Prepare clear and comprehensive reports.
- Plan, organize, and prioritize responsibilities to facilitate timely and accurate project completion.
- Work with accuracy and attention to detail.
- Operate PC and related software applications.

- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Bachelor's degree with major course work in accounting, mathematics, economics, business administration, public administration or a related field.

Five (5) years of responsible professional experience in financial analysis and accounting.

CERTIFICATION and LICENSING:

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

PHYSICAL DEMANDS:

The 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.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works evenings or on weekends. The noise level in the work environment is usually minimal.