

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Fiscal Analyst

DEFINITION

Under direction performs complex financial analysis involving District budgets, grants, financial studies, and related financial programs; prepares a variety of technical financial reports; and provides professional assistance relative to financial planning, analysis and coordination for District departments.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of duties as assigned including creating, maintaining and analyzing a variety of complex financial reports, assisting with the development of District budgets, and assisting with the completion of financial studies. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Director of Finance. May exercise technical and functional supervision over assigned technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs professional technical and analytical work in the areas of District operating and Capital Improvement budgets, accounting, and investments.

Prepares fund summaries for use in preparation of the District's annual budget, mid-year review, and year end summary; analyzes and recommends budget funding levels and determines impact of programs, cost proposals, and related matters.

Coordinates the District budget process, including preparation of the budget manual, development of schedules, worksheets, exhibits and related training; monitors interdepartmental cost allocation and actual expenditures.

Analyzes, records, and reports financial transactions as related to area of assignment in accordance with generally accepted accounting and reporting practices.

Provides assistance and advice to District departments in resolving financial issues related to areas of assignment.

Performs special analyses and studies as required by the Board of Directors, General Manager, Director of Finance, District staff, and outside agencies; manages projects and special studies.

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Assists with the compilation, analysis and presentation of technical financial reports including the District's Comprehensive Annual Financial Report and other monthly, quarterly, and annual financial reports.

Maintains knowledge of current development and innovations in governmental financial management, including budget management, grant administration, and financial accounting systems.

May plan, prioritize, and review the work of staff, develop schedules and methods to accomplish assignments, provide and coordinate staff training, and work with employees to correct deficiencies.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of Generally Accepted Accounting Practices. Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and graphic presentation. Automated accounting and information systems. Complex statistical research and analysis techniques. Principles and practices of budget development, grant administration, financial planning, database management and governmental accounting, auditing, and financial reporting. Pertinent local, State and Federal laws, rules and regulations, as related to area of assignment. Principles of project management. Principles and practices of technical and functional supervision and training.

Skill/Ability to:

Perform professional duties in the analysis complex accounting and financial data. Apply accounting principles for the analysis of financial and accounting transactions and audit of financial records; prepare financial statements and reports. Monitor assigned accounting/financial analysis activities relative to compliance with local, State, and Federal requirements and professional standards. Use automated accounting and information systems. Use a variety of personal computer applications in word processing, spreadsheet, database, and graphic presentation. Provide technical and functional supervision over assigned staff and effectively train staff. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible professional accounting and financial analysis experience, preferably in a public agency.

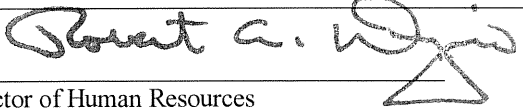
Education:

Equivalent to a Bachelor's degree from an accredited college or university in accounting, finance or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Non-Safety	