



CLASS SPECIFICATION

Class Code: 16751
Date Est: 9/2009
Last Rev: 6/2010
Last Title Chg: 6/2010
FLSA: Exempt
Probation: 12 months

SENIOR FINANCIAL ANALYST

DEFINITION

Under direction, conducts in-depth investigative and analytical studies involving management, organization, policies or related administrative problems in the Washoe County Department of Water Resources or the Truckee River Flood Management Project; serves as the financial liaison for the departments with other utilities, government agencies, and project partners; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, economics, accounting, finance or a closely related field, **plus** three years of full-time financial analysis experience, some of which involved long-range financial forecasting, program budgeting analysis, and rate studies and analysis; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Financial Analyst series. Incumbents perform with the highest degree of independence. Assignments include working with varied funding sources, complex accounts, grant monies, revenue fees, enterprise funds and revenue/assessment bonds. Incumbents perform in-depth studies involving cost/benefit analysis, cost accounting and revenue projections.

SUPERVISION EXERCISED

May provide supervision, training, guidance and mentoring over professional, technical and support staff and serve as a project team leader and organize research projects.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the department director and senior management with development of long and short range financial plans; conduct research and compile information and statistics that will become the foundation for rate setting and the preparation and administration of department budget to ensure cost efficient government services for the public.

Develop recommendations for presentations to department heads, advisory boards and the Board of County Commissioners regarding grants, utility rates, service fee increases, general assessment bonds, services and operations by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and other issues.

Ensure compliance with established budget guidelines, using automated budget and fund accounting systems, to monitor expenditure reports and other accounting records of department; work with director and senior management to implement budget requests, resolve discrepancies, irregularities and potential over expenditures.

Develop, implement, and monitor fiscal procedures to maintain efficient, accurate, and secure fiscal and financial operations; analyze the productivity and operational performance of the department and programs through the review

of work methods, procedures and other measurements; develop recommendations for changes in department structure, work procedures, workflow and/or equipment to ensure cost effective operations and to avoid duplication of services.

Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, improve services and operations and evaluate functions and programs.

Research, compile, analyze and interpret financial data and information; conduct statistical analysis, forecast revenues and expenditures to address administrative, budget, and financial planning issues.

Perform statistical analyses to forecast revenue and expenditures.

Participate in various committees, researching issues, defining problems, making recommendations and assisting with implementation of action plans.

Supervise assigned technical and support staff, including assist in staff selection; provide staff training in proper work methods and techniques; assign and review work; conduct performance evaluations; implement discipline and conflict resolution procedures when necessary; serve as project team leader, provide training, guidance and mentoring; direct large or complex studies/projects to ensure their completion in a timely fashion.

Ensure that assigned staff performs duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Principles of general management, supervision, and training.

Federal, state and local laws, statutes, codes, financial regulations and standards pertaining to impact of governmental operations, such as flood, water, storm water, or sewer utilities.

Budget development methods and techniques.

Ability to:

Perform technical accounting work.

Provide fiscal, operational and managerial guidance for departments with varied funding sources and complex fiscal administration.

Select, supervise, and evaluate the performance of assigned staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, fiscal impact analysis, and sound financial management.

Management theories, principles, techniques, and practices.

Methods and principles of program planning, analysis, and evaluation techniques.

Principles and techniques of statistics, financial data collection, report writing and preparation and summary reporting.

Statistics and graphical presentation.

Computer software used for fiscal analysis and financial management (i.e. ERP system such as SAP, Excel, PowerPoint).

Ability to:

Perform a variety of complex, specialized analytical studies, analyze information, anticipate consequences, formulate alternate solutions, and make appropriate recommendations.

Compile, analyze and forecast revenues for the development of annual budget.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Make written, visual and oral presentations to advisory boards, the Board of County Commissioners and others.

Implement recommendations regarding work procedures and cost effective services.

Operate a personal computer and a variety of software packages including spreadsheets, word processing and automated financial systems.

Write and/or compile clear, concise financial summaries, statistical and financial reports.

Read, interpret and apply pertinent laws, codes, regulations, policies and procedures.

Communicate in a clear, concise manner both orally and in writing, tailoring the message to the intended audience.

Prepare, monitor, and coordinate multiple grants and/or programs or project activities in various stages of implementation and coordinate activities with other entities to ensure proper compliance with terms and provisions.

Provide explanations, information, answer questions and makes recommendations for action in a manner that does not intimidate or provoke members of the public.

Maintain effective working relationships with elected officials, department heads, staff, the public and others contacted in the course of work.

Represent the programs, operations and functions of the department to elected officials, the public, County staff and other government agencies.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to use standard office equipment including computers, telephones, calculators, copiers, and fax machines. Ability to attend evening meetings and work occasional evenings and weekends.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.