



San Juan Water District  
9935 Auburn-Folsom Road  
Granite Bay, California 95746  
(916) 791-0115  
www.sjwd.org

## Finance/Administrative Analyst Position Description

**Status:** FLSA Non-Exempt and Confidential in nature  
**Supervisor:** Finance and Administrative Services Manager  
**Effective Date:** January 1, 2013

### **Supervision Received and Exercised:**

Receives direction from the Finance and Administrative Services Manager and may provide technical and functional supervision to assigned technical personnel.

### **Primary Function**

To plan, administer, and perform a wide variety of professional administrative and fiscal functions; to record and report financial transactions of the District in accordance with generally accepted accounting principles; to review finance and administrative transactions for accuracy; and to perform human resources duties in accordance with applicable laws.

### **Essential Duties - Duties may include, but are not limited to, the following:**

- Maintain and reconcile a variety of ledgers and accounts; examine accounting transactions to ensure accuracy and correct financial records as necessary; post, balance and reconcile the general ledger and subsidiary accounts.
- Prepare financial statements and reports for Federal, State and other outside agencies.
- Recommend and implement changes in accounting and payroll systems and procedures.
- Serve as a resource to District departments; perform a variety of financial analyses.
- Review and audit grant contracts, amendments and other documents to ensure compliance.
- Assist with budget development and implementation including personnel budget; monitor budgets for divisions and/or departments.
- Prepare fund balance projections; provide analysis of available funds at manager's request.
- Prepare and/or review a variety of bank reconciliations, claims, reports and schedules for accuracy and completion (including those related to human resources and payroll).
- Assist with the preparation for annual outside audit.
- Stay current with new developments in governmental accounting and human resources.
- Review for accuracy payroll and human resource reporting (including payroll taxes, benefits and pension).
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Generally accepted accounting principles; governmental accounting standards/practices.
- Techniques of financial research and report preparation.
- Principles of financial administration including budgeting and reporting.
- Payroll and human resources laws and regulations.
- CalPERS, or other pension system, program administration.

- Automated financial management systems, spreadsheet applications and related software.
- Pertinent local, State and Federal laws.
- Applicable safety precautions and procedures.

*Ability to:*

- Apply generally accepted accounting principles in the maintenance of financial, accounting and payroll transactions.
- Perform budget projections; analyze and interpret financial documents and reports.
- Prepare a variety of financial statements, reports and analysis.
- Prepare personnel budget, monitor changes and provide updates on realized costs.
- Assist employees with benefit questions, selections and concerns.
- Perform and review human resource functions including: payroll and benefit administration; transmission of payments; audit and internal control of payroll and benefit input.
- Coordinate and monitor employee training.
- 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.
- Research, analyze and make recommendations on accounting processes and procedures.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Train and direct less experienced accounting staff.
- Effectively operate computers and applicable software.
- Initiate and maintain effective safety practices.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Education and Experience:*

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:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or closely related field.

Experience:

Three years of increasingly responsible experience performing professional level accounting, payroll, financial reporting, cash management duties and utility billing.

*License or Certificate:*

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
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Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			