

Water Authority Position Description

FISCAL ANALYST

Status	Position Code	Level	Date
APPROVED	FIAN	P25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

ANALYZE AND MAINTAIN ACCOUNTING RECORDS FOR BUDGETARY EXPENDITURES, REVENUES FOR GRANTS AND/OR OTHER AUTHORITY FUNDED PROGRAMS. PREPARE A VARIETY OF FINANCIAL REPORTS.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ACCOUNTING, FINANCE OR A RELATED FIELD, PLUS THREE (3) YEARS OF FINANCIAL ANALYSIS EXPERIENCE.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVES DIRECTION FROM HIGHER LEVEL SUPERVISORY OR MANAGEMENT STAFF.

ESSENTIAL FUNCTIONS

1. REVIEW AND PROCESS ACCOUNTING RECORDS TO INCLUDE INVOICES, CHANGE ORDERS AND OTHER FINANCIAL RECORDS TO INCLUDE CAPITAL IMPROVEMENT PLAN (CIP).
2. PARTICIPATE IN THE PREPARATION OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT. PREPARE TRIAL BALANCES AND FINANCIAL STATEMENTS. PROVIDE TECHNICAL ASSISTANCE TO INDEPENDENT AUDITORS.
3. MAINTAIN AND ANALYZE THE ACCOUNTING RECORDS FOR GRANTS AWARDED TO THE WATER AUTHORITY. MONITOR GRANT EXPENDITURES FOR COMPLIANCE WITH FEDERAL AND STATE GUIDELINES. INTERPRET GRANT GUIDELINES FOR OTHER AUTHORITY DIVISIONS.
4. ANALYZE BUDGET TRENDS RELATED TO REVENUES AND EXPENDITURES. IDENTIFY AREAS OF CONCERN AND RECOMMEND APPROPRIATE ACTIONS.
5. ASSIST IN ANALYZING AND RECONCILING ASSET AND LIABILITY ACCOUNT. ASSIST IN PREPARING JOURNAL VOUCHERS FOR CORRECTIONS. PROCESS MONTHLY TRANSFERS AS REQUIRED.
6. ASSIST IN ANALYZING AND REVIEWING THE ACTIVITY OF ASSIGNED FUNDS IN THE GENERAL LEDGER. REVISE ANY INCORRECT TRANSACTIONS OR ACTIVITIES.
7. PREPARE FINANCIAL STATUS REPORTS AND REQUESTS FOR FUNDS AND SUBMIT TO APPROPRIATE AGENCY.
8. PREPARE A VARIETY OF FINANCIAL REPORTS ON FISCAL ACTIVITIES AND OPERATIONS. ASSIST WITH THE UPDATE OF THE WATER AUTHORITY'S LONG TERM FINANCIAL PLAN.
9. SERVE AS STAFF ON A VARIETY OF COMMITTEES. PREPARE REPORTS AND MAKE PRESENTATIONS TO VARIOUS AGENCIES AS REQUIRED.
10. RECONCILE A VARIETY OF BALANCE SHEET ACCOUNTS AND BANK STATEMENTS FOR NON-COMMON FUND ACCOUNTS. REVIEW JOURNAL VOUCHER REQUESTS FOR ACCURACY.
11. RESPOND TO AND RESOLVE ISSUES RAISED BY OUTSIDE INDEPENDENT AUDITORS DURING THE ANNUAL AUDIT.
12. PARTICIPATE IN THE PREPARATION OF THE ANNUAL BUDGET REVENUE AND EXPENDITURE. PREPARE MONTHLY FINANCIAL REPORTS.

SUPPLEMENTAL FUNCTIONS

1. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

PRINCIPLES AND PRACTICES OF BUDGETING AND FINANCE
GOVERNMENTAL ACCOUNTING PRINCIPLES AND PRACTICES
COST ACCOUNTING METHODS AND CONCEPTS
GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND TECHNIQUES
METHODS OF RESEARCH, ANALYSIS AND REPORT WRITING TECHNIQUES
METHODS AND TECHNIQUES OF INDIRECT OVERHEAD CALCULATIONS
MODERN OFFICE EQUIPMENT
PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
PERTINENT FEDERAL AND STATE AND LOCAL LAWS, CODES AND REGULATIONS

PREFERRED SKILL/ABILITY

SOLVE COMPLEX FINANCIAL, BUDGET AND TECHNICAL PROBLEMS
PREPARE A VARIETY OF CLEAR AND CONCISE FINANCIAL REPORTS AND SCHEDULES
FOR AUDITING PURPOSES
PERFORM ADVANCED ACCOUNTING PROCEDURES
RESPOND TO REQUESTS AND INQUIRIES FROM THE GENERAL PUBLIC
INTERPRET DIVISION AND AUTHORITY POLICIES AND PROCEDURES
INTERPRET AND EXPLAIN FEDERAL AND STATE GRANT GUIDELINES
WORK INDEPENDENTLY IN THE ABSENCE OF SUPERVISION
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK

WORKING CONDITIONS

OFFICE ENVIRONMENT

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES SUCH AS: SITTING FOR PROLONGED PERIODS OF
TIME.
MAINTAIN EFFECTIVE AUDIO/VISUAL DISCRIMINATION AND PERCEPTION TO
THE DEGREE NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF ASSIGNED DUTIES.