



## CRESCENTA VALLEY WATER DISTRICT

### MANAGEMENT ANALYST

**\$60,239 – \$91,384**

#### **SUMMARY DESCRIPTION**

The Management Analyst performs a wide variety of administrative, analytical, and other functions in support of Crescenta Valley Water District's mission and vision. This position will require performance of a wide range of duties with a significant degree of independence and sound judgment. Examples of duties include: financial and statistical analyses, customer service, public outreach, legislative analysis, preparation of journal entries, monthly reconciliations, payroll, participation in the development of budgets and monitoring of expenses, data analysis and database management, administration of benefits, and program management for training, wellness programs, and other programs as they relate to human resources offerings. The Management Analyst is expected to communicate clearly both written and verbally, to produce effective and engaging presentations.

This position requires a person who is deliberate about teamwork and professionalism, is flexible, a good listener, and can express ideas and exercise good judgement in analyzing situations and making decisions.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Responsibly and accurately completes general accounting duties in areas such as payroll, miscellaneous accounts receivable, fixed assets, journal entries and maintenance of general ledger accounts; and financial reporting in accordance with current Governmental Accounting Standards Board (GASB) guidelines; accuracy of all tax, payroll and benefits and OPEB reporting calculations and submittal of payments in compliance with established deadlines; and adherence to established internal controls practices and procedures.
- Provides financial information and accounting and financial support to others in connection with purchasing, rates and charges analyses, tax law changes and compliance, payroll and benefits changes and compliance, and other financial information and analysis for District issues as required.
- Receives, processes, and responds to customer service requests in person, by phone, and virtually, resolving a variety of issues related to accurate meter readings, high consumption, delinquent accounts, turn-ons/offers, improper billings etc.
- Receives and processes customer billing payments.
- Assists with the timely and accurate fulfillment of regulatory reporting requirements.
- Assists with development and implementation of information and other materials for public outreach through print, social media, in-person presentations, and other outreach platforms.
- Assists with the annual budgeting process, including budget forecasting, coordinating budget workshops, creating budget presentations and improving processes as needed.
- Utilizes understanding of the financial and customer information software systems to implement related programs and improve business processes.

- Assists in the preparation and submittal of a variety of semi-monthly, monthly, quarterly, semi-annual, and annual reports to reporting and regulatory agencies; and
- Provides analysis and administrative support under the direction of the Director of Finance & Administration – e.g., linear optimization modeling, water/wastewater rate study analyses, debt issuance analysis, development and deployment of training programs for compliance, certification, and professional development etc.
- Performs related duties as required.

## **QUALIFICATIONS**

*The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.*

### **Ability to:**

- Gain the confidence and cooperation of colleagues, working cooperatively across other departments;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Understand, scope, and manage a wide range of quantitative and qualitative analytical projects, working with or managing internal and external resources, including vendors, as appropriate;
- Strategically assess, plan and implement policies, programs, and/or projects that accelerate vision efficacy;
- Develop a business case using various methods such as net present value, payback period, breakeven analysis, etc.;
- Exercise good judgment and maintain confidentiality in maintaining critical, sensitive, and confidential information, records, and reports;
- Communicate clearly and concisely, both orally and in writing;
- Ensure adherence to generally accepted accounting principles (GASB);
- Read, analyze, and interpret financial reports;
- Prepare clear and concise financial reports; and
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.

### **Knowledge of:**

- Operational characteristics, services, and activities of finance and accounting;
- Pertinent federal, state, and local laws, codes, and regulations including those governing and affecting human resources, labor relations, and employment;
- Applicable management science principles;
- Information systems; and
- Generally accepted accounting principles (GASB).

### **Experience and Education:**

*Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public administration or related field. A graduate degree in business administration and management, public administration or accounting is desirable.
- 4-7 years of increasingly responsible experience in finance, accounting, and public administration or a related field.

**Licenses/Certificates:**

Possession of a valid State of California valid driver's license and a satisfactory driving record.

**Physical Demands and Working Environment:**

The conditions herein 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 job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, push, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.