

NEVADA IRRIGATION DISTRICT

Job Description

Job Title:	Budget Analyst	Reports To:	Director of Finance
Salary Range:	B20	Approved by Board of Directors:	02/08/2023
FLSA Status:	Non-exempt	Unit:	Unrepresented – Confidential
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.</i></p>			

Definition

Under general direction, performs a variety of professional financial analyses, financial reporting, and forecasting tasks of a specialized or complex nature; plans, coordinates, and manages the budget process; and performs related duties as required. Areas of assignment may include but are not limited to financial reporting, forecasting, special studies and analyses, monthly budget reconciliation, reporting and analysis, and business process analysis and improvements. Provide support on accounting tasks and reconciliations as needed.

Supervision Received and Exercised

Receives general supervision from the Director of Finance.

Essential Functions Statements

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Manage preparation of the District’s Annual Budget process, including Capital and Operations budgets for the Water, Hydroelectric and Recreation enterprise funds and each department. Interface budget data from general ledger, payroll records, vendor payments and other sources to budget spreadsheets; provide management with regular budget reporting.
2. Provide instruction and training to District staff regarding budgeting processes, procedures, and requirements; provide related software training to staff as needed.
3. Reconciles monthly budget reporting with the accounting system and runs end-of-month reports. Works with accounting staff to correct any discrepancies in monthly input of budget data. Analyzes monthly variances and works with various departments on areas of concern.
4. Analyzes business processes and makes recommendations for improvements for increased efficiency and effectiveness.
5. Develops and implements budgetary policies and procedures in accordance with any applicable laws, rules, regulations, and best practices.
6. Assists in debt issuances and preparation of all related reports and documents, including continuing disclosures, GASB compliance, compliance certificates, and arbitrage calculations, and honors all deadlines. Assures that the provisions, required meetings, deadlines, and guidelines of any debt financing entity will be met.

7. Performs various internal reviews and special studies of administration and operations and makes recommendations for improvement. Assists in developing overhead rates, equipment rental rates, and other internal rates as required.
8. Assists in the development of the annual CAFR and provides support to external auditors as needed.
9. Assist with the costing of labor negotiation proposals.
10. Develops and maintains a deep knowledge of all software applications used in Finance, including accounting, and budget software. Prepares data extracts and assists with software upgrades as needed.
11. Assists in responding to governmental surveys, public records act requests, and other governmental or public data requests.
12. Maintains records and files, prepares statistical materials, memoranda, reports, and correspondence.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of effective customer service.
14. Perform related duties as assigned.

Qualifications

Knowledge of:

- Principles and practices of governmental accounting (GASB) and Finance; budgeting, auditing, forecasting, and procedural analysis.
- Methods and principles for conducting financial analysis.
- Principles and practices of financial reporting.
- Pertinent local, State and Federal laws, ordinances and rules.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Understand, interpret and apply principles and procedures of financial record keeping and accounting.
- Prepare financial reports and maintain accurate ledgers and journals.
- Provide technical assistance in specialized procedures to District personnel.
- Train and assist other accounting staff as needed.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Experience and Education Guidelines

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

Experience:

Four years of professional experience performing organization-wide budget, complex financial analysis related to coordinating, preparing, and monitoring operating and capital budgets; providing technical assistance and recommendations to departments as it relates to budget developing; and to research, analyze, and review complex financial data.

Education:

Equivalent to a bachelor's degree from an accredited college with major course work in finance, accounting, economics, or a related field.

License and Certificate:

Possession of a valid California driver's license.

Working Conditions

Environmental Conditions:

Work is normally performed in a temperature controlled office environment subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds, verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.