

PORTAGE COUNTY
Water Resources Department

TITLE: Water Resource Financial Analyst

JOB OBJECTIVES: Under the supervision of the Water Resources Office Manager, incumbent is responsible for data entry, budget tracking, analyzing financial data, assisting with rate analysis and setting and developing reports to be presented to the Board of County Commissioners and Department Director.

ESSENTIAL JOB FUNCTIONS:

- Serve as a Water Resource staff member for financial and budget purposes.
- Enter data into the County's financial records, as needed.
- Analyze budgetary data and account line balance status reporting results from the analyses.
- Develop financial reports to assist the Water Resources Director in the budget and financial management of the Department.
- Perform special financial analysis research tasks.
- Develop historical financial records for the Department including revenues and expenses.
- Maintain and performs complex computer spreadsheets, including linking spreadsheets and other databases.
- Prepare correspondence and reports.
- Assist Construction Engineer with Project cost accounting
- Monitor Project budgets and financial records
- Perform other related duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related Essential and Non-Essential functions as needed.

I. JOB REQUIREMENTS

Equipment: Incumbent operates the following equipment: personal computers, printers, fax machine, copier, phone system, and calculator.

Computer Software: Ability to utilize electronic spreadsheets, word processing, e-mail, presentation software and operate computer linkage and data transfer software (preferable Microsoft Office software).

Critical Skills/Expertise:

- Knowledge of the principles and practices of governmental utility budgeting and reporting.
- Knowledge of modern research and statistical analysis.
- Knowledge of spreadsheet programs for personal computers.
- Ability to communicate effectively regarding public utility financial data in oral, written and presentation formats.
- Ability to work independently and to exercise acute judgment.
- Ability to keep the Office Manager and Director apprised of critical issues.

- Ability to manage workload within required timeframes.
- Ability to work effectively with a variety of Department personnel.
- Ability to interpret and analyze financial information and to develop effective, concise, management reports and statements.
- Ability to manage multiple assignments over extended time periods of activity and inactivity.
- Ability to maintain multiple archived historical data files and retrieve data as requested placing information in a usable format for intended current purpose.

Job Standards: Bachelor's degree in accounting, public administration, business administration or related field from an accredited college or university. Five years of direct or related public utility financial analysis. An equivalent combination of education and experience may be substituted for the degree.

II. DIFFICULTY OF WORK

Work involves working with moderate to highly complex detailed financial data and information, in addition to relatively standardized tasks, processes, and operations and following established laws and procedures.

III. RESPONSIBILITY

Reports to the Office Manager. Highly responsible position with considerable independence. Keen judgment is critical.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent has continual contact with the Office Manager, Operations Manager, Planning Manager, Engineering Manager, Director and their respective supervisory staffs, County Board of Commissioners and the public. The Department operates in a team atmosphere and the incumbent is expected to function in a team atmosphere.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements: Incumbent performs sedentary work that may occasionally require lifting up to twenty-five (25) pounds.

Physical Activity: Incumbent performs the following physical activities: stooping, kneeling, reaching, lifting, fingering, talking, listening and repetitive motions.

Visual Activity: Incumbent performs work where the seeing job is close to the eyes and a computer monitor may be used for extended periods of time.

Job Location: Incumbent works inside with no exposure to adverse environmental conditions.