



## Internal/External Employment Opportunity

- JOB TITLE:** Sr. Financial Analyst
- JOB STATUS:** Exempt
- PAY RANGE:** \$72,399 - \$97,440 per year, dependent upon qualifications
- CLOSING DATE:** Open Until Filled, first review date April 16, 2014
- DUTIES:** Under general direction, manages, plans, coordinates and implements a variety of Finance Division and District services, programs, and special projects; performs a variety of difficult and responsible professional and analytical level duties in support of the Finance Division and other departments. This position requires solid financial and resource planning knowledge needed to perform rate analysis, financial modeling/forecasting and ongoing evaluation of the long range financial plan. Responsible for the preparation of the District-wide O&M and CIP budgets and related documents; conducts complex research and analysis on a variety of areas involving financial planning, operations and work processes; reports findings to management by preparing written plans/reports; and participates in the implementation and coordination of new programs and processes. Provides complex technical assistance, training and staff support to District staff including answering questions on the use of or problems with financial software or report writers; create reports for Finance Division and other departments using financial reporting software or specialized report writers.
- QUALIFICATIONS:** A Bachelor's degree from an accredited college or university in accounting, finance or related field, a Master's degree is preferred; five years of increasingly responsible analytical experience in fiscal services; three years of experience with a public utility or government agency is preferred; must have knowledge of complex financial forecasting principles used in the development of financial plans, budget documents and administration; must possess the skills necessary to supervise,

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Sr. Financial Analyst**

plan, direct, review and evaluate the work of assigned staff; must have the ability to communicate effectively both orally and in writing, strong writing skills are required; must possess and maintain a valid California driver's license and a safe driving record.

**PHYSICAL  
REQUIREMENTS:**

Position requires occasional stooping, bending, climbing, lifting, walking, reaching, and the ability to carry and lift materials related to general office/data processing maintenance weighing up to 30 pounds. In addition, this position requires oral communication with District management, coworkers, and District customers regular use of the telephone for communication; operation of office equipment such as computer terminals, copiers and facsimile machine; sitting for extended periods of time and hearing and vision within normal ranges.

**APPLICATION  
PROCEDURE:**

Internal Candidates: Please obtain a job bid form from the Human Resources Department.

External Candidates: Please complete a District Application for Employment, which can be obtained from our website at [www.mnwd.com](http://www.mnwd.com).

For consideration in the first review stage, completed job bid forms and applications must be received in the Human Resources Department by no later than Wednesday, April 16, 2014 at 5 p.m.