

UTILITIES FINANCIAL ANALYST

JOB DESCRIPTION

Classification Responsibilities: A Utilities Financial Analyst is responsible for performing and supervising professional-level work involving the analysis of Water Resources budgets, expenses, revenues, rates, and services. The incumbent also is responsible for developing, modifying, and monitoring performance measurement tools. These activities are performed for the purpose of maximizing revenues, minimizing expenses, and improving the Water Resources performance. The Utilities Financial Analyst will also be responsible for assisting the Deputy Director – Water Enterprises Services in presenting financial and accounting data to the City Council in support of utility rate changes, service modifications, and other related issues. Examples of specific duties performed include: gathering and analyzing a variety of data concerning the City’s utilities, including electric, gas, water, and wastewater, in order to determine service modifications or other changes that are appropriate for the City and it’s customers; planning and participating in audits; conferring with utility staff concerning projected costs and anticipated revenues; analyzing available data to evaluate the economic impact of various alternatives; and using short- and long-range projections to prepare utility rate recommendations/applications. Supervisory responsibilities will include overseeing professional staff in the development and monitoring of the Water Resources budget. This class performs related duties as required.

Distinguishing Features: This class is distinguished from other accounting or financial analyst classifications by its responsibility for managing accounting activities for the Water Resources; maximizing utilities revenues; recommending utility rates; and assisting the Deputy Director – Water Enterprises Services in presenting financial data to the City Council in support of utility rate changes, service modifications and other related issues. Assignments are broad in scope and require considerable use of independent judgement and initiative in making difficult technical and supervisory decisions. This class is supervised by the Deputy Director – Water Enterprises Services through observation of work in progress, evaluation of results achieved, conferences, and written reports. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to a Bachelor’s Degree in Accounting, Economics, Business Administration, Public Administration, or closely related field. Five years of full-time, professional-level accounting or budgeting experience, which includes one year of experience with a utility company or utility regulatory agency performing utilities auditing, rate preparation, or rate analysis.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification. None.

ESSENTIAL FUNCTIONS

Communication: Communicates with the City Council, general public, consultants, other City employees, vendors, management, public officials, and others in order to successfully determine the present and future needs of the City's Water Resources Department. Makes oral presentations to present or promote recommendations for the Water Resources budget, utility rates, operational improvements, decreasing expenses, and generating revenues.

Manual/Physical: Operates a variety of standard office equipment such as a copier, facsimile machine, telephone, and a calculator. Operates a personal computer (PC) and enters data into a PC in order to prepare written reports, evaluate data, perform calculations, and complete other duties. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations, attend meetings, and conduct Utility business.

Mental: Plans, organizes, directs, and administers accounting programs and other assigned duties. Supervises and evaluates the work of subordinate staff engaged in budget development, performance measurement and revenue, and expenditure estimates. Prioritizes and assigns work to subordinate personnel and prioritizes own work. Resolves procedural, operational, and other accounting-related problems by analysis, review with involved parties, and developing and evaluating alternatives. Assists in developing divisional accounting policies and procedures, short- and long-range accounting objectives and other plans, standards, and formats.

Knowledge and Abilities:

Knowledge of:

finance principles and practices related to utility funding and construction;
general accounting and reporting principles and related methods;
utilities cost analysis and cost accounting principles;
principles, concepts, and current practices used in the design of rate charges for different classes of utility customers;
statistics applications used in the analysis of revenues, cash flow, and costs;
operation and regulation of public utilities and of the policies and procedures of rate setting and fiscal control; and
research methods and techniques.

Ability to:

perform a broad range of supervisory responsibilities;
develop and analyze revenue requirements for the purpose of establishing adequate rates and charges;
produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
make effective oral presentations;
analyze difficult financial and economic data and draw logical conclusions;
evaluate and use a variety of computer software;
interact frequently and effectively with senior staff in developing and justifying reports and

recommendations;
enter data or information into a terminal, PC, other keyboard device;
meet deadlines in producing and revising studies as needed;
communicate clearly and concisely, orally and in writing, on technical and non-technical matters; and
work cooperatively with others.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/18

TS/aa/co

CS5144.DOCX

EEO-Prof

JOB FCTN-ADM

INCREMENTS 43-200

PAY GRADE: 55

IND-9410

SWORN-No