

CLASS TITLE: ADMINISTRATIVE ANALYST
Salaried Exempt
Department: Administration
Supervisor: Administrative Services Manager
Supervises: Finance Technician

DEFINITION

Under the direction of the Administrative Services Manager, the Administrative Analyst will provide leadership and oversight in financial operations. The Analyst will supervise the Finance Technician, and other staff in the Finance Section, in processing and maintaining accounts payable, accounts receivable, preparing reports, managing the day-to-day financial operation of the District, serving as the P-Card Administrator, and assisting as needed in audits and budgeting.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide oversight and review of accounts payable, acting as the main point of contact for all vendors, receiving invoices, and ensuring that payment is remitted in an appropriate timeframe.
- Coordinate any logistics surrounding vendor payments such as setting up of ACH, approving checks to be issued, or authorizing P-Card payments.
- Reconcile accounts payable, accounts receivable, GO Bond accounts, Quimby funds, and Park Impact Fees to COMPASS records.
- Manage General Ledger (GL) codes and segregation of duties for Recreation Management Software.
- Ensure accuracy in financial coding and reporting.
- Act as the Deputy Auditor-Controller, reviewing, approving, and signing financial documents.
- Manage and oversee the P-Card program.
- Coordinate budget and miscellaneous reports for the Advisory Board.
- May be required to attend Advisory Board meetings for the purpose of presenting reports to the Advisory Board.
- Management of any outstanding grants or donations, including coordination of funds and tracking of related expenses.
- Conduct GO Bond and Park Impact Fee fund management, including quarterly and annual reports and transfers.

- Receive and process accounts receivable including tenant rent, donations, refunds, County payments, and any other funds.
- Assist the District in audits, including generating reports, researching information, and regularly meeting with senior leadership and the auditor team.
- Developing and maintaining internal District spreadsheets surrounding information such as utility costs, salaries, billing, etc.
- Regular cost analysis of rents and utility costs for lease agreements.
- Coordinate and manage the annual year-end closing processes.
- Develop and maintain schedules for all District financial activities; including but not limited to audits, year-end closing, asset reports, quarterly filing and transfers, monthly internal and Board reporting.
- Coordinating logistics surrounding the purchase, useful life, and removal of District assets, including land, buildings, structures, and equipment.

QUALIFICATIONS

- Strong leadership and supervisory skills.
- Knowledge of budgeting, financial reporting, and auditing processes.
- Familiarity with relevant laws, regulations, and compliance standards.
- Proven ability to establish and maintain effective working relationships.
- Plan, initiate and complete projects and assignments with minimal direction.
- Adjust to rapidly shifting priorities and timelines; and meet multiple timelines.
- Collect, analyze, and interpret financial data and make sound recommendations.
- Perform long range capital improvement planning.
- Prepare comprehensive, clear, and accurate oral and written reports.
- Analyze problems, identify and evaluate solution options, develop and implement sound recommendations that support project and/or District goals.
- Interpret and apply District policies, procedures, rules, and regulations.

EDUCATION AND EXPERIENCE

Bachelor's degree in Finance, Accounting, Business Administration, a related field, or equivalent experience. Qualifying experience may be substituted for the required education on a year-for-year basis. Minimum two (2) years of experience in financial management roles.

SPECIAL QUALIFICATIONS

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

- Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.
- Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.