

THE METROPOLITAN DISTRICT

Notice of Vacancy #70-08 SR. FINANCIAL ANALYST

GRADE: EE-10

POSITION #: TBD

POSTED: May 12, 2008

UNIT: E & E

VACANCY(S): 1

PAY RANGE: \$1,107 - \$1,439

LOCATION: CFO, Financial Control Administration

DESCRIPTION OF DUTIES:

The purpose of this classification is to perform professional level work in the budgeting and analysis function of the organization. The Senior Financial Analyst will work under the direction of the Manager of Budgeting & Analysis to assist in the development of the annual operating and capital budgets, and perform monthly and quarterly closing analysis to be included in the monthly internal financial reporting package, (including the development and maintenance of key performance indicators). The annual operating budgets include revenue, expenses (O&M) and capital as well as the determination of billing and tax rates and user fees needed to satisfy revenue requirements. In addition, this position will play a key role in supporting management and the Operations personnel with the on-going planning and analysis requirements. Classification reports to the Manager of Budgeting & Analysis.

QUALIFICATIONS:

Bachelor's degree in accounting, finance, or closely related field with a minimum of four (4) years of work experience in the area of budget analysis/financial analysis/cost analysis or closely related financial modeling environment. Practical experience is not an acceptable substitute for degree requirement. Master's Degree in Business Administration, CPA, CMA or CFA desirable.

PERTINENT DETAILS:

Open posting. District employees and external applicants will be considered. A screening of all applicants will be conducted by the Human Resources Office, which may include referral to the oral panel process. The top rated applicants will be referred to the Department Head or the designated representative for an interview. The Department Head shall make the final selection.

CRITERIA FOR SELECTION:

Relevant education, experience, skills, managerial/supervisory ability and/or performance aptitudes as reflected in the position's job specification.

**Requests for consideration must be in the HUMAN RESOURCES DEPARTMENT by
Friday, May 30, 2008**