



Hi-Desert Water District Classification Specification

Job Title: Business Data Analyst

Job Grade: 9

FLSA Status: Non-Exempt

Date: November 2018

JOB SUMMARY

Under the general direction of the CFO, the position of Business Data Analyst is an entry level professional position responsible for performing a myriad of accounting and finance functions relating to the sewer construction project and property tax assessments. The intention for this position is to be trained and act as back up to the Loan and Grant Coordinator.

SUPERVISION RECEIVED / EXERCISED

Receives general direction from the CFO. Provides work coordination for other accounting/administrative support staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Provides responsible professional and technical assistance to the CFO, Controller and other members of management staff in the administration and for the implementation of the District's sewer project, property tax assessment, and ongoing Wastewater Operation and Maintenance charges.
- Assists the CFO with the administration of the expanded use loan program, a loan program available to district property owners who wish to borrow the funds necessary to pay for the private property connection to the sewer system.
- Keeps immediate supervisor accurately informed of work progress, including present and potential problems and suggestions for new or improved methods of addressing such problems.
- Processes a large amount of inbound and outbound telephone calls and in person meetings with/from customers, property owners, co-workers, and other outside parties. Assures interactions are effective and respectful. Topics discussed include, but are not limited to:
 - property connection issues
 - property tax assessment issues
 - lateral sewer connections
 - expanded use loan program

- Provides payoff information and answers general assessment questions to loan and title companies and other involved parties when requested.
- Maintains and updates databases (WEBB Associates, Springbrook, Access, Excel and Geo Viewer) tracking assessment related information such as:
 - Property merges and splits
 - New development of properties
 - Voluntary increases to assessments
- Monitors sewer connections so that accurate operation and maintenance fees are billed to property taxes
- Works with Assessment Engineers and property owners to determine assessment amounts for new development. Assists property owners in all phases of voluntarily increasing their sewer assessments when needed.
- Assists Accounting Department with interim billing of operation and maintenance fees from the time of initial hook up to the system to the time the property owner is billed by the county.
- Monitors sewer connections and assures up to date information is transferred to the county so that accurate operation and maintenance fees are billed to the property owner on the next annual property tax billing cycle.
- Completes bi-annual reporting to RWQCB relating to property owners who failed to connect to the sewer system during the specified connection window.
- Assists in updating the District's Geographical Information System (GIS) regarding septic tank location, lateral/stub-out location and completed private party connections.
- Maintains lateral connection approval information.
- Scans and indexes documents into the imaging database.
- Maintains a solid working knowledge of the District's accounting and financial database systems.
- Performs periodic audits of internal accounting records to ensure accurate controls.
- Prepares external audit documentation and interfaces with independent auditors in the audit process as required.
- Provides assistance to the CFO to include, but not limited to tasks such as:
 - Assessment and Operation and Maintenance coordination
 - Related duties as assigned
 - Management of support staff as required.

JOB SPECIFICATIONS

Knowledge

- Principles and practices of, accounting, finance, and the development and maintenance of fiscal controls.
- Principles and practices of database management and development.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.

Skills and Abilities

- Proficient with Microsoft Excel, Outlook, Word, PowerPoint and Access.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Service Orientation – Actively looking for ways to help people.
- Must have the ability to maintain strict confidentiality of classified/sensitive information.
- Excellent time management and organizational skills – must be detail-oriented and thorough.
- Ability to perform in cross-functional team approach and job responsibilities.
- Assist with District budget development and fiscal controls.
- Prepare a variety of financial reports.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of up to 15 pounds such as large binders, books, and small office equipment. Move boxes paper, envelopes, bills and reports using a cart. Hearing and vision within normal ranges with or without correction.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Operate office equipment such as computer and keyboard, copiers and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Any combination of education, experience, and training that would provide the required knowledge and abilities to perform the position may be qualifying as determined solely by the District. A typical way to obtain the knowledge, skills and abilities would include the following:

Education

- Completion of a bachelor's degree in Accounting, Finance, Computer Science, Information Systems or Business from an accredited college or university preferred.

Experience

- One (1) to three (3) years progressively increasing responsibilities in general accounting or working with database management programs.
- Database management work experience with a county property tax assessor's office desirable.
- Accounting work experience within a public agency helpful.
- Once the incumbent in the position is fully trained in all aspects of the Business Data Analyst position, including expert level proficiency with software and is fully trained to back up the Grant and Loan Coordinator position, consideration may be given to promoting to a higher job grade.

License / Certificate:

- Possession of a valid California State Notary Public Commission or must obtain a valid Commission within ninety (90) days of employment.
- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.

Other requirements:

Completion of and satisfactory results of pre-employment drug test, physical examination indicating fitness for duty, DMV record review, and background investigation.