

City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:

UTILITIES SENIOR FINANCIAL ANALYST*

SALARY: \$2,487.69 - \$3,667.38 Biweekly
\$64,680.00 - \$95,352.00 Annually

OPENING DATE: 08/17/17

CLOSING DATE: Continuous

THE POSITION:



The City of Riverside, Public Utilities Department is recruiting for a **Utilities Senior Financial Analyst** to fill an existing vacancy in the **Administration-Rates Division**. This recruitment will be used to fill the current vacancy and establish an eligibility list for future vacancies in this classification.

*****This position is open until filled and interested candidates are encouraged to submit an application, cover letter and resume early, as the first review of applications is scheduled for August 31, 2017. *****

The Utilities Senior Financial Analyst, under general supervision, performs a variety of advanced professional, technical, analytical and related duties in the areas of accounting, budget administration and financial and economic forecasting for the Public Utilities Department.

*Actual Job Classification is Utilities Senior Analyst.

WORK PERFORMED:

Typical duties may include, but are not limited to, the following:

- Assign, monitor and review the work of assigned staff.
- Train employees on work methods and procedures, financial planning, economic analysis and budget analysis, cost of service and rate design, activities and procedures.
- Assist in the development of policies and procedures to improve the Public Utilities Department financial and administrative operations, including participation in the development of section goals, objectives, policies, and priorities.
- Provide technical expertise in the areas of budget administration, financial planning, cost of service and rate design, and economic analysis.
- Train Utilities Management in budget theory, methodology and techniques regarding budget planning.
- Analyze departmental financial and administrative systems and procedures; assist with the development and implementation of new accounting and/or financial systems.
- Prepare and/or analyze a variety of monthly and quarterly financial reports and statements for the department, bond rating agencies, materials related to electric and water rates and fees, federal and state agencies, Board of Public Utilities, and City Council.
- Coordinate departmental accounting-related activities within the department and with other City departments, including the annual audit and the development of applicable reporting and monitoring systems.
- Analyze proposed water and electric projects, perform cost-benefit analysis, recommend course of action, and provide justification including fiscal reliability/risks of such projects.
- Prepare cash flow analysis, financial reports, planning models, and other analysis to assist in short and long term financial planning for the electric and water utilities; develop, administer and monitor financial models; assist in developing forecasts of revenues, expenses and fund balances for the department.
- Prepare the ten-year financial forecast for the water and electric utilities, modifying complex computer model as needed to reflect changes in supply plans, rate designs, consumption levels, capital plans and policies, economic conditions or other applicable factors.
- Monitor and review revenues, expenses, and fund balances to assure conformance with budget and department policy; develop changes in department fiscal policy, as needed.
- Train departmental staff in theory, methodology and techniques regarding budgeting, budget planning and control, financial statement preparation, and financial analysis.
- Respond to financial and rate surveys and request for information from other utilities and governmental and outside agencies.
- Coordinate the preparation, presentation and monitoring of the annual operating and five-year capital budgets.
- Develop and document appropriate systems, procedures, and forms for use in the budget process.
- Analyze proposed budget submittals and provide recommendations to management; coordinate monthly variance reporting for Water and Electric funds.
- Make presentations to the Public Utilities Board and City Council when necessary.
- Prepare financial information needed for official statements for future debt issuances.
- Prepare briefing presentations for bond rating analysts who rate the Utilities' debt.
- Prepare and reconcile the utilities monthly customer sales statistics.
- Monitor and analyze recording of Utility revenues.
- Assist in preparation of revenue budgets for the electric and water utilities.
- Prepare embedded and marginal cost of service studies.
- Develop modifications of cost of service modeling methodology as needed.

- Testify as an expert witness before the Public Utilities Board and City Council regarding cost of service studies and on revenue requirements and rate design.
- Develop innovative electric and water rates in support of demand side management and conservation.
- Determine the Utilities' water and electric revenue requirements.
- Respond to technical questions on revenue requirements, cost of services, and rate design from customers and others.
- Respond to utility customers' questions regarding electric and water rates.
- Conduct surveys of other utilities to determine rate competitiveness and equity.
- Assist in the preparation of rate case testimony by analyzing financial and rate information and developing charts and graphs.

Note: Assignment to either the Financial Services or Rates sections may be required depending on work load and priorities.

QUALIFICATIONS:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in accounting, business administration or closely related field.

Experience: Four years of responsible experience in governmental or commercial accounting and/or auditing, preferably with an utilities agency.

Necessary Special Requirement: Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

Highly Desired Qualifications:

- Possession of a Bachelor's Degree in business, finance, statistics, or economics.
- Utilities rate administration, cost of service, or rate design experience.
- Two (2) years of experience supervising professional and administrative/clerical staff.
- Two (2) years of statistical and/or financial analysis and planning experience.
- Advanced level of proficiency with both Microsoft Excel and PowerPoint.

SELECTION PROCESS:

The selection process will begin with an employment application package screening, with the best qualified candidates being invited to participate further in the assessment process. This process may include any combination of written, performance, and oral assessments to evaluate job-related education, experience, knowledge, skills, and abilities. Those who successfully complete the selection process will be placed on the eligibility list for this classification.

It is the responsibility of candidates with a disability requiring accommodation in the assessment process to contact the Human Resources Department in writing to request such accommodation prior to the closing date of this recruitment.

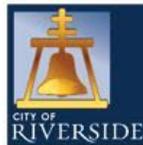
Appointment may be subject to the successful completion of a pre-employment background investigation, medical/physical examination, drug and alcohol test.

NOTE: The City reserves the right to modify selection devices and test instruments in accordance with accepted legal, ethical, and professional standards. Candidates may reapply when there is a posting to establish an eligibility list.

All applicants will be notified via e-mail or telephone of their application status and the assessment dates/times/locations after the closing date of this announcement.

THE PROVISIONS OF THIS JOB ANNOUNCEMENT DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.riversideca.gov>

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

Position #17-8393-01
UTILITIES SENIOR FINANCIAL ANALYST*
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UTILITIES SENIOR FINANCIAL ANALYST* Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used to determine whether you meet the minimum and/or highly desirable qualifications for the position in which you are applying. Detailed responses must be provided for each question in order to ensure qualifications are properly considered.
*(*Do not refer to a resume in lieu of completing the supplemental questions).
Employers listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 I understand.
- * 2. Please indicate which type of valid driver's license you possess.

- None
 - Class A
 - Class B
 - Class C
 - Out of State
- * 3. Do you possess the equivalent to a Bachelor's degree from an accredited college or university with major work in accounting, business administration, finance, statistics, economics, or a closely related field?
- Yes No
- * 4. Please indicate the major your bachelor's degree or equivalent is in from an accredited college or university. If you don't have a bachelor's degree or equivalent, please indicate "N/A" below.
- * 5. Please indicate how much responsible experience you possess in governmental or commercial accounting and/or auditing.
- Less than 4 years
- 4 years or more
- * 6. If you possess 4 years or more experience in governmental accounting, how much of that experience that experience was with a utilities agency?
- None
- Less than 4 years
- 4 years or more
- I do not possess governmental accounting experience with a utility agency
- * 7. Please indicate in which of the following areas you possess professional level experience (check all that apply):
- Preparation of departmental budget.
- Conducting a variety of statistical, financial, or economic analysis and forecasting.
- Development and application of functions specific to departmental operations and procedures.
- Performing specialized rate and/or cost of service studies.
- Developing, revising and implementing applicable electric and/or water rate rules, regulations and rate making policies.
- * 8. Do you possess utility rate administration, cost of service, or rate design experience?
- Yes No
- * 9. If you answered "Yes" to the question above, please indicate the following regarding your experience: Employer: Job Title: Years of Experience: Examples of Duties: **Complete this information for EACH employer where this experience was gained.** Indicate N/A if you answered "No" to the above question or have no relevant experience.
- * 10. Please indicate the amount of statistical and/or financial analysis or planning experience you possess.
- None
- Less than two (2) year
- Two (2) year or more
- * 11. Please indicate the following regarding your experience listed above, or relevant work experience:
- Employer:
- Job Title:
- Years of Experience:
- Examples of Duties:
- * 12. Do you possess at least two (2) years of experience supervising professional and administrative/clerical staff?
- Yes No
- * 13. Please describe your experience supervising professional and administrative/clerical staff. If not applicable, please indicate "N/A" in the text box below.
- * 14. Please indicate your proficiency level with Microsoft Excel.
- Beginner
- Intermediate
- Advanced
- * 15. Please indicate your proficiency level with Microsoft PowerPoint.
- Beginner
- Intermediate

Advanced

- * 16. **Certification:** I understand that I cannot update my application once it has been submitted. Therefore, I have fully completed **ALL** sections, provided full descriptions of my duties and responsibilities for each employer, and have fully answered **ALL** questions on the Supplemental Questionnaire. Do not refer to a resume or other documentation, as it will not be reviewed in lieu of completing the Supplemental Questionnaire. **Note:** Employers and/or experience noted on the Supplemental Questionnaire must also be included and fully detailed on the Application.

I understand.

- * Required Question