

HRSD
Position Description: Financial Analyst

Section I. Position Reference Information

a.	Department	Finance
b.	Division	Accounting & Finance
c.	Position Title	Financial Analyst
d.	Immediate Supervisor	Chief of Accounting
e.	Work Center	Accounting & Finance
f.	Grade	8

Section II. Position Summary

Under broad guidance, the Management Analyst is responsible for:

- a. Monitoring all cash related activities and investments within HRSD
- b. Coordinating banking services for HRSD, miscellaneous accounts receivables, and deferred compensation for employees
- c. Assisting in the development of debt issues and strategies
- d. Assists in the evaluation and preparation of the annual budget

Section III. Examples of Position Duties

- a. Reviews daily cash transactions to ensure adequate investment and liquidity strategies are in place
- b. Recommends policies and procedures for cash and debt management
- c. Prepares monthly investment report
- d. Prepares debt offering documents
- e. Prepares ratings, correspondence and presentations
- f. Works directly with professional financial, legal and investment advisors
- g. Coordinates with departments regarding expenses for cash flow forecasting
- h. Develops weekly cash flow projections
- i. Collects and compiles information daily on available investments; completes monthly report of investments for HRSD Executive Management and Commission
- j. Coordinates computer systems and communication for contractual agreements involving payments from other jurisdictions, vendors, Virginia Dept. of Transportation, etc.
- k. Coordinates with Interceptor and Engineering Departments the calculations, correspondence and collection of monies due to HRSD from relocation of pipelines and interest participation agreements
- l. Evaluates potential new investments for credit rating, risk tolerance, and interest rate before making recommendations to supervisors
- m. Responsible for updating National Municipal Reporting Depository in order to provide continuing disclosure agreements to bondholders
- n. Administers deferred compensation withdrawals, beneficiaries, max limits, etc., based on latest regulations from IRS
- o. Serves as administrator for banking services
- p. Performs other duties as assigned

Section IV. Position Contacts

- a. Standing Committees, Boards, and Organizations Required
 - a) Chair – Miscellaneous Accounts Receivable
 - b) Chair – Deferred Compensation Team
 - c) Member – Accounting & Finance Division QST

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Planning/Construction	Plan for future expenditures	Weekly
Chief of Interceptors	Pipeline relocations; highway improvements; Interest Participation Agreement (IPA) / Lease Purchase Agreement (LPA)	Monthly
CIS staff	Bank of America direct administration	Monthly
Deferred Compensation Committee & Human Resources	Deferred Compensation - emergency withdrawals	Quarterly
CIS Manager	Banking policies; new services	Semi-annually

c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Bank of New York Trustee	Trust Account transactions	Daily
Various Broker/Dealers	Investment transactions	Daily
Bank of America Representative	Banking changes, problem resolution, etc.	Monthly
ICMA Representative	Deferred Compensation meetings; questions	Bi-monthly
ING Representative	Deferred Compensation meetings; questions	Bi-monthly
Virginia Resource Authority	Loan financings; debt repayment schedules	Quarterly
HRSD Attorney	Uncollectible debts; legal interpretations; etc.	Annually

Section IV. Position Accountabilities and Expectations

- a. Compliance – Financial reporting, HRSD Investments, Debt Compliance and Deferred Compensation Program meet all local, state and Federal requirements 100% of the time

- (e.g., The Enabling Act, IRS, State Tax Code, GASB, Virginia Code regarding investments)
- b. Financial – Policies, procedures, and programs managed are consistent with HRSD mission of fiscal responsibility; investments for HRSD are made in accordance with HRSD policy and the Commonwealth of Virginia Code, ; revenue and expenses within Accounting’s control are managed in alignment with budget projections and exemplary financial management practices
 - c. Process Management – Clear, documented, and efficient processes are in place for all functions (e.g., daily cash transactions, cash flow forecasting, initial contract review of Interest Participation Agreements, Lease Purchase Agreements, banking services, etc.)
 - d. Human Resources Management – Take on more responsible roles; advancement in profession is encouraged; coaching and communication about functions and procedures within is a continuous process to help all staff understand cross functions
 - e. Customer Satisfaction –Maintains effective alliances with internal and external partners to effectively coordinate joint systems and decision making; internal customers agree that their needs are met in a timely manner
 - f. Timeliness –Meets deadlines for reports, forecasting, and responses due to customers (internal and external); coordination and follow-up on investment decisions and funds available are made with regard to time sensitivity
 - g. HRSD Universal Competencies – Consistently demonstrates HRSD Universal Competencies

Section V. Working Conditions

- a. Must be able to work at a middle manager level in a team-oriented culture
- b. Indoor work environment within an office setting
- c. Extensive use of microcomputers is required
- d. Close and accurate work with numbers is required
- e. Must be able to work with multiple tasks and deadlines

Section VI. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Work requires light lifting ability (20 to 50 pounds)
- c. Less than 20% of work involves standing, walking, climbing or bending

Section VII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

Section VIII. Qualification Standards

- a. Education
Required
Bachelor of Science in Business, Finance or Accounting
- b. Experience
Required

- a) Minimum of 4 years experience with debt management/ including cash flow forecasting
 - b) Proven ability to work accurately with numbers within a deadline-driven environment
- c. Job-specific Technical Competencies
 - Required
 - a) Maintains updated knowledge of all local, state, and Federal regulations affecting municipal credit markets , investments, deferred compensation, and other technical areas (such as, the Enabling Act, IRS/State Tax Codes, HRSD Trust Agreement, Commonwealth of Virginia Code, HRSD Policy, etc.)
 - b) Makes decisions using advanced level experience with cash management, cash flow forecasting and investments
 - c) Reads and interprets contracts; makes recommendation to proposed contractual agreements
 - d) Researches investments, industry related regulations, State Code, investment best practices
 - e) Recommends policies and procedures as necessary affecting own area and HRSD financial position
 - f) Maintains effective relations with employees, vendors, banks and customers
 - g) Makes decisions requiring knowledge of deferred compensation programs
 - h) Maintains high level of proficiency with computer software, including Sympro, MS Word, Excel, and PowerPoint
 - i) Exhibits knowledge of budgetary control and financial procedures
- d. Special Licenses
 - Required
 - Valid driver's license from state of residence
- e. HRSD Universal Competencies (www.hrsd.com the Jobs@hrsd page)