



JOB TITLE:	<b>DIRECTOR OF BUDGET &amp; FINANCIAL ANALYSIS</b>	DIVISION:	<b>DISTRICT - FINANCE</b>
REPORTS TO:	<b>AUDITOR-CONTROLLER</b>	EEO CATEGORY:	<b>01 – EXECUTIVE</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under general direction of the Auditor-Controller, the Director of Budget and Financial Analysis, plans, organizes, and leads preparation of agency budget, and participates in complex, sensitive, and detailed analytical work in the areas of budgetary, financial, grants, investments, regulatory, and administrative policy and/or contract administration. Responsible for oversight of a wide variety of financial/statistical reports and complex financial analysis including financial forecasting, revenue projection, revenue analysis, modeling and cost/benefit analysis as well as interpret regulations for policy and financial impact on District programs. Provides cost evaluations and financial advice to District management, and written reports that provide Board of Directors, District Officers, and managers with alternative action plans to make sound fiscal decisions. Provides financial analysis of operating systems, performs special studies for the District, and coordinates assigned activities with other District departments, divisions, and outside agencies. Directly supervises budget/grant analysts, and leads collaboration with other staff to resolve operational issues. Also performs complex financial systems analysis of operations and capital programs. This position coordinates grant and capital activities with outside federal, state, regional and local agency staff. This position’s role is to assist operations management to provide insight and guidance for business efficiencies and support change to be more effective and efficient. This role will also assist in the District’s Financial Programs such as Commercial Paper, Investment Policy, and the District Post Employment Benefit Board. This role involves working closely with senior executives to drive financial strategy and operational efficiency.

### Essential Responsibilities

#### A. Capital and Operational Budget Oversight

- Leads the development and management of the District’s annual operating and capital budgets, and financial forecasts.
- Directs statistical, financial, and economic studies; presents results to Board of Directors.
- Works with department heads to ensure budgets align with business objectives and financial goals.
- Evaluates and analyzes trends in operating budget performance; reviews options and makes recommendations to maximize budget resources.
- Develops and updates a multi-year operating and capital budget.



- Develops and provides monthly financial and statistical reports including analyses of monthly closings, cash flow analysis, and actual expenditures vs. budget.
- Monitors and analyzes the company's financial performance against budget and forecasts.
- Identifies key performance indicators (KPIs) and develop metrics to track financial performance.
- Provides direct supervision of department staff; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

## **B. Grants Acquisition**

- Provides direction and guidance for planning, coordination and development of the District's grant program including researching potential grant opportunities.
- Represents the District at external meetings and collaborate with outside stakeholders.
- Directs and oversees the development of grant amendment requests, project monitoring activities and project status reports for granting agencies, District management, and the Board of Directors.
- Assists with the supervision of capital project accounting and invoicing for reimbursement, depreciation program, fixed asset database and fixed asset inventories.
- Provides direct supervision of grants staff; provides leadership, priorities, and maintain a work plan to ensure all projects are accounted for, as well as ensure reporting and billing are complete in a timely manner.

## **C. Financial Analysis and Reporting**

- Conducts financial analysis to identify trends, variances, and opportunities for improvement.
- Prepares and presents detailed financial reports and analyses to senior management and stakeholders.
- Provides Financial insights and recommendations to support strategic decision making.
- Collaborates with senior executives to develop and execute the company's strategic plan.
- Examines all fiscal analysis performed on decisions before the Board of Directors for clarity and accuracy.
- Develops models for financial forecasting and economic modeling for analysis of programs and operations.
- Prepares analytical and statistical reports on operations and activities in the areas of administration and finance, including policies, procedures, methods, and proposals to improve efficiency, cost effectiveness and quality of operations.
- Reviews District operations relative to cost and benefit and industry benchmarks.

## **D. Strategic Planning**

- Provides and lead the financial strategic planning process.
- Oversees long-term financial projections.
- Participates in cross functional problem-solving.

## **E. Others:**

- Collaborates with outside experts/consultants to train staff across the District in designing and implementing new programs for cost effectiveness and process efficiency.
- Regular and reliable attendance and performance required.



## Required Knowledge, Skills and Abilities

### Knowledge of:

- District Policies and Labor Agreements (MOUs)
- Operations of a comprehensive financial planning and analysis, operating budget, and management analysis program
- Principles and practices of general funding and government accounting
- Principles and practices of policy development and administration
- Principles and practices of financial planning
- Principles and practices of budget preparation and administration
- Principles of supervision, training, and performance evaluation
- Methods and techniques of management analysis
- Methods and techniques of long-range economic forecasting
- Related Federal, State and local laws, codes and regulation
- Occupational health and safety rules and working practices applicable to this position

### Skill in or Ability to:

- Perform complex administrative, budgetary, financial and operational analyses
- Strong analytical skills with the ability to design as well as interpret complex financial data and provide actionable insights
- Demonstrate excellent problem-solving skills with a proactive approach to identifying and addressing financial challenges
- Demonstrate organizational skills to plan and manage a wide variety of financial programs
- Think strategically and contribute to the company's long-term goals and objectives
- Exercise sound and independent judgment to be able to plan, develop, implement, and lead newly designed financial programs and strategies
- Demonstrate leadership skills to be able to direct, advise, or support others to implement organizational and/or program changes
- Effectively manage relationships, navigate complex interpersonal dynamics, and foster a positive and collaborative work environment
- Multitask and manage multiple projects; and display exceptional project management skills to set priorities and to meet established deadlines
- Manage cross-functional teams and work collaboratively with senior executives
- Demonstrate exceptional written and oral communication, and presentation skills
- Interpret various codes, regulations and laws
- Demonstrate proficiency in financial planning and analysis software and tools



## Minimum Qualifications

### Education/Experience Requirements:

#### Must have any combination of education, training, and experience equivalent to:

- Four-year degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university.
- A minimum of seven (7) years of progressive supervisory experience in the field of budget and/or financial analysis which includes position related experience in budget preparation and analysis, financial/fiscal analysis, economic analysis, contract review and administration, financial programs, project management and relevant legislative/administrative policy analysis.
- Possession of a Master's degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college, or university is highly desirable
- Must be proficient in using MS Word, MS Excel, MS Outlook, and PowerPoint

**Required License:** Must possess and maintain a current, valid California driver's license and satisfactory driving record.

**Physical Requirement:** Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.