

## **JOB DESCRIPTION**

### **POSITION:**

Title: **Financial Analyst I** Reports to: **Senior Financial Analyst I**  
Department: **Finance** Date: **April 1 – 27, 2025**  
Salary: **\$62,400**

### **GENERAL PURPOSE:**

Provides support to the Finance Department for the financial operation of the following loan programs: The Water Pollution Control Revolving Fund (“WPCRF”), Drinking Water Revolving Fund (“DWRF”), Water Revenue Bond Program (“WRBP”), and Small Hydropower Loan Program (“SHLP”).

### **PRIMARY DUTIES/RESPONSIBILITIES:**

- A. Reviews and processes project requisitions, planning and design & engineering grants, and "set asides" for all applicable programs.
- B. Reviews credit analysis (and in some instances helps to prepare the analysis) of loan applicants. Analyzes loan applicant's financial statements. Assists with the development of recommendations to staff and Board of Directors. Prepares/presents detailed credit analysis presentations to Board of Directors as necessary.
- C. Analyzes and monitors financial statements for loan covenant compliance for portfolio of loans. Reviews and orchestrates submittal of SEC and Insurer disclosure information.
- D. Orchestrates the negotiation of Direct Loans and grants with potential borrowers. Brings policy issues to the Senior Financial Analyst and Assistant Finance Director as they arise.
- E. Provides program information to local governments and consultants at public meetings, training seminars and other forums as needed.
- F. Monitors investment collateral statements for contract compliance and follows up with financial institutions, as necessary.

### **SECONDARY DUTIES/RESPONSIBILITIES:**

- A. Performs various activities with bond counsel, financial advisor, underwriters, general counsel, borrowers, bond trustees and Authority staff as directed by senior Authority staff.
- B. Assists with preparation of bond offering documents including Preliminary Official Statements and Notice Inviting Bids.
- C. Assists in the investment of Authority funds including investments in trustee accounts for the loan programs (WPCRF, SHLP, DWRF and WRBP) and other bond issues or escrow accounts within the parameters of the Authority's Investment Policy.
- D. Assists the Finance Director, Assistant Finance Director and Senior Financial Analyst with program reports and Authority budget.
- E. Performs administrative duties and other duties as assigned.

### **SUPERVISORY DUTIES**

None

## **JOB QUALIFICATIONS**

### **Knowledge/Skills and Ability:**

1. Basic knowledge of the principles and practices in finance, accounting or business administration.
2. Ability to organize and perform complex financial and business assignments and to clearly and concisely express ideas and opinions in oral and written formats.
3. Ability to establish and maintain effective working and cooperative relationships with other staff, administrators, state and local government representatives, and financial agents of the Authority.
4. High degree of computer literacy including familiarity with word processing and spreadsheet programs.

### **Education or Formal Training:**

1. Graduation from an accredited four-year college or university with a major in finance, accounting, business administration or such other combination of degree and experience as deemed sufficient.

### **Experience:**

1. Prefer one to two years of full-time paid employment in a finance/accounting/business related position.
2. Experience with general business administration, financing requirements for cities, towns, and districts, plus ability to review complex legal documents, various types of investment vehicles and credit analysis is desirable.

### **Other:**

1. American citizenship.
2. Some in-state and out-of-state travel is required. Estimated in-state travel is 12-15 working days per year. The estimated out-of-state travel is five days per year.

### **Working Environment and Physical Demands:**

1. Requires daily use of a personal computer, computer-driven telephone system, copier/scanner, and dual paper/electronic filing system. Microsoft Windows workstations includes Word, Excel, PowerPoint and other software.
2. Requires both sitting and standing throughout an eight-hour workday. Often requires a full day of computer and telephone use with some walking.
3. On occasion overnight travel is required. Expected travel time is less than three days per month excluding conferences and may involve walking and standing for several hours.
4. Occasional travel to conferences in and out of state. Conferences generally require 1 to 3 full days of sitting, note taking, some walking and can include up to several hours of standing.
5. When attending or hosting events the job may require lifting equipment of approximately 25 pounds. Assistance is available when needed.
6. Due to the duties of the job described above, essential human functions to this role include seeing, hearing, speaking and fine manual dexterity skills.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.