



CAREER OPPORTUNITY: Financial Analyst

Salary Range: \$63,250 – \$92,035 annually

APPLICATION SUBMISSION DEADLINE: SEPTEMBER 14, 2018 or until filled

THE OXNARD HARBOR DISTRICT, PORT OF HUENEME, IS SEEKING INTERESTED CANDIDATES TO FILL THE POSITION OF “FINANCIAL ANALYST” FOR THE PORT. ANY INDIVIDUAL WITH AN INTEREST IN BEING CONSIDERED FOR THIS POSITION WILL NEED TO APPLY.

APPLICATION SUBMISSION REQUIREMENTS:

- 1) **COVER LETTER**
- 2) **FULLY COMPLETED** Oxnard Harbor District Employment Application Form (*on Port’s website*)
- 3) **RESUME** (with employment history and significant accomplishments)
- 4) **REFERENCES** (Submit two (2) Professional and two (2) Personal references)

HOW TO APPLY: Applications will be accepted via one (1) of the following two (2) methods:

- **BY EMAIL (attach all documents in a single combined PDF format in order as 1-4 above):**

HR@portofh.org (Important: Email Subject Line to read exactly as follows ;)
HR- FINANCIAL ANALYST

OR:

- **BY US. POSTAL SERVICE:**

**THE PORT OF HUENEME
Financial Analyst
Attn: #345 HR-RECRUITMENT
567 West Channel Islands Blvd.
Port Hueneme, CA 93041**



POSITION TITLE:	FINANCIAL ANALYST
DEPARTMENT:	ADMINISTRATION - FINANCE
POSITION DESCRIPTION:	
<p><u>GENERAL PURPOSE</u></p> <p>Under the general direction of the Director of Finance, the Financial Analyst is responsible for providing key strategic information through financial support and analysis. The Financial Analyst also provides ongoing decision support, board presentation, financial presentation, capital expenditure analysis, new business opportunities, acquisition analysis and ADHOC analysis as needed to evaluate financial issues to the executive management team.</p>	
ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:	
<p>The Financial Analyst job duties include but are not limited to, the following essential functions:</p> <ul style="list-style-type: none"> • Develops, interprets, implements and maintains financial models such as budgets, revenue, and expense, proforma analysis and projections. • Develops and maintains revenue forecasting models and reports on performance to actual. • Customer contract analysis using financial modeling for scenario projections to aid in the negotiation of customer contracts, new and renewing. • Fiscal analysis of budgeting, forecasting, and fiscal performance updates the financial analysis and reporting models to ensure the accuracy, validity, and reliability of the model and the data. • Participates in annual operating budget process by utilizing financial models and financial analysis. • Participates in annual capital outlay budget, and debt service schedule, and performs related plan and analysis on cash flow, fund reserve analysis, and grant funding. • Participates in maintenance and analysis of general ledger, working papers, and sub modules: in financial modeling and analysis, budgetary process; reconciliations and research projects. • Participates in account reconciliation workpaper analysis. • Preparation of fiscal impact study for business purposes such as potential new revenue streams and/or any event that effects current revenue stream. • Develop and maintain Plan of Finance to demonstrate list of financial positions, capital projects, funding needs, and cash flow of the District. • Provide ROI/Cost Benefit analysis on various capital projects. • Prepares monthly treasurer’s report related to unrestricted, restricted cash, investing and debt service activities. • Participates in grant application process and provides financial information such as cost benefit analysis. • Prepares agenda items for board and committee meetings for the Board of Harbor Commissioners as needed. • Prepares fiscal impact section of all agenda items. 	

- Assists in preparation of Comprehensive Annual Financial Report (CAFR).
- Prepares any additional documents as required by auditors.
- Participates in special research projects.
- Performs additional related duties and assignments as required.

QUALIFICATIONS

Knowledge:

- Extensive working knowledge of GAAP. Accounting and Auditing principles, practices & procedures such as those published by the GASB, FASB and AICPA.

Abilities:

- Strong interpersonal communication skills that combine tact, patience and courtesy.
- Strong verbal and written communication skills.
- Ability to read and interpret complex customer contracts to ensure compliance and accuracy.
- Proficiency with personal computers, including word processing, spreadsheet applications and accounting-related software programs.
- Experience with complex accounting models using Excel or similar software.
- Ability to sit and operate a keyboard to enter data into a computer for extended periods of time.
- Ability to reach overhead, above shoulders and horizontally and bend at the waist to maintain files.
- Ability to lift a minimum of 25lbs.

MINIMUM REQUIREMENTS

Education, Training and Experience:

- Bachelor’s Degree in Accounting, Finance, Business or a closely related field;
- At least four (4) years of increasingly responsible finance and accounting duties;
- Public Agency experience desirable.
- Debt financing experience a plus.
- Excellent writing, verbal and reporting skills.

Licenses; Certificates; Special Requirements:

- Must be able to obtain a Transportation Worker Identification Credential (TWIC).

Approved: Deputy Executive Director		Date:	
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