Trindel Insurance Fund

Financial Analyst

Position Description

FLSA Status: Exempt/At-Will _X___ Non-Exempt ____

DEFINITION

The Financial Analyst, under supervision of the Trindel Insurance Fund Executive Director, is responsible for conducting quantitative analyses of financial information affecting investment programs, budgets, cash flow, transaction records, verifies and maintains numerical data. Critical function is to maintain financial records in accordance with Trindel Insurance Fund best practices, state regulations and GAAP (Generally Accepted Accounting Principles) and Joint Power Authority/Public entity practices.

The Financial Analyst accomplishes this by analyzing the financial history and needs of Trindel, the members, adhering to and evaluating best practices, and recommending changes and/or new processes, procedures and reporting where appropriate. The Analyst will assist the members in coordinating, administering, and implementing appropriate financial information and reporting.

DIMENTIONS

The Financial Analyst works closely Trindel's Executive Director, department heads and external auditors and with Trindel member counties to provide effective service and programs to meet client needs. Must be familiar with the use of currently accepted/use of accounting software, data entry, report writing/generation and processing.

Number of employees supervised: 0

ORGANIZATION FIT:

This position reports to Trindel's Executive Director. The incumbent works in support of Trindel's mission and the goals and objectives of the Fund to provide extraordinary customer service and support to internal and external customers.

JOB SETTING

This position is located in a professional office environment that provides comprehensive Insurance and Risk management services for counties belonging to Trindel Insurance Fund, a joint powers authority. Trindel's administrative office is located in Weaverville, California, with a service area throughout northern and central California and eastern Sierra locations of the state.

ESSENTIAL DUTIES (*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*):

- Examines accounting records, including financial statements and other financial reports to assess accuracy, completeness and conformance to GAAP standards, JPA financial requirements and internal standards
- Review records of accounts and input entries into proper accounts.
- Monitor developments in the fields of business, finance and economic theory, investing, investment returned and risk analysis.
- Reviews, investigates, analyzes financial data and processes financial information on a regular and on-going basis in accordance with current laws and regulations.
- Using a degree of independent judgment, determines the best methods to manage financial records and information.
- Researches and recommends cost saving strategies and return on investment management strategies.
- Monitors fundamental financial transactions, inputs and reports for accuracy and adherence to Fund practices.
- May verify and post details of Funds transactions such as dollars received and disbursed.
- Reconciles and recommends resolution for statement/financial discrepancies and problems.
- Reviews and processes bills for payment in accordance with the established schedules and contractual agreements.
- May prepare invoices, checks, account statements, reports and other records and reviews them for accuracy.
- Coordinates and prepares information for external auditors, Trindel Board meetings, member counties and regulators as needed.
- May provide timely reports and updates to excess carriers, and other statements/information as needed.
- Regularly handles private and proprietary information while maintaining strict confidentiality and protecting from unauthorized disclosure.
- Performs other duties as assigned by Executive Director.
- Respond to requests from member counties for assistance by phone, e-mail or site-visit.
- Assure Trindel policies and procedures as followed.
- Attend Trindel Board meetings and provide program and staff updates as requested.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS - Abilities required for the essential duties:

- Demonstrated financial knowledge and experience
- Excellent interpersonal and communication skills
- Demonstrated ethical conduct
- Excellent writing skills, writes well, clearly and concisely
- Business Acumen, strategic thinking/planning

Skills required for the essential duties:

- Knowledge and use of GAAP in a professional setting
- Ability to work with complex and confidential information
- Effective analytical, problem solving and interpretive skills
- Strong organizational & related interpersonal skills
- Ability to work in a team environment
- Ability to work independently
- Excellent oral and written communication skills
- PC literate, including Microsoft Office (Word, Excel)

Interpersonal Skills Required:

- Maintain and build effective professional relationships with co-workers within immediate work group, outside the immediate department, and with key contacts outside of Trindel.
- Does not tolerate discrimination based on race, gender, religion, ethnic background, national origin or other identified characteristics. Treats others with respect at all times.
- Effective and productive communications skills; speaks well, communicates ideas clearly. Is approachable and open to discussion.
- Conducts self in a professional manner at all times.
- Shares knowledge with others and participates in mentoring.
- Manages multiple priorities professionally with minimum disruption to others.
- Responds to unexpected challenges successfully without losing track of daily responsibilities proactively manages work environment. Prioritizes workload in order of importance. Reliably follows through with job assignments.
- Learns, applies and retains new methods and information. Creative in solving problems. Exhibits a “can do” attitude with a positive approach to challenges. Views obstacles as opportunities to learn and grow.

Education & Experience required for the essential duties:

- Four-year degree at an accredited college or university in Accounting, Business and/or Finance is preferred.
    - Three (3) years of financial management, auditing, accounting experience required, experience working with public entities preferred.

Desired: MBA or CPA license

Position Description
Physical and Mental Analysis

Position: Financial Analyst Department: Administration

When considering time spent during an 8 hour workday:

***Occasionally* equals 1% to 33%; *frequently* equals 34% to 66%; *continuously* equals 67% to 100%.**

Please note some functions are performed monthly or annually can be considered essential.

Use N/A if the skill/effort does not apply.

Physical Effort	**Occasionally**	**Frequently**	**Continuously**
Stationary Position			X
Sitting/Standing			X
Move/Traverse Walk/Crawl/Stoop/ Kneel/Crouch/Run	X		
Ascend/Descend	X		
Climb: Steps/Stairs/Ladders/ Inclines/Ramps	X		
Reach Overhead	X		
Crouching	X		
Balancing	X		
Pushing or Pulling	X		
Communicate: converse with, convey, express self, exchange information			X
Use hands/fingers: operate, activate, use, place, position, inspect, grasp			X
Lift: move, transport, position, place			
10lbs or less		X	
11 to 25 lbs	X		
26 to 50 lbs	X		
51 to 75 lbs	N/A	N/A	N/A
76 to 100 lbs	N/A	N/A	N/A
Over 100 lbs	N/A	N/A	N/A
Carry			
10lbs or less		X	
11 to 25 lbs		X	
26 to 50 lbs	N/A	N/A	N/A
51 to 75 lbs	N/A	N/A	N/A
76 to 100 lbs	N/A	N/A	N/A
Over 100 lbs	N/A	N/A	N/A
Eye/Hand Coordination			X
Depth Perception	X		

Position Description
Physical and Mental Analysis

Mental Effort	Occasionally	Frequently	Continuously
Thinking Analytically			X
Communication: Use effective communication skills (written, verbal, etc.)			X
Handle stress/emotions		X	
Concentrate on tasks			X
Maintain mental focus			X
Recall names/details			X
Decision making		X	
Adjust to changes			X
Examining/Observing details			X
Discriminating colors	X		

Performance	Occasionally	Frequently	Continuously
Attendance			X
Work assigned hours			X
Regular hours			X
Evening/Weekends	N/A	N/A	N/A
On Call	X	N/A	N/A
Attend Work Meetings		X	
Direct others	X		
Cooperate with Others			X
Work in a Team Environment			X
Handle Confidential Information			X
Work with the Public	X		
Computer Use			X
Phone Use		X	
Meet deadlines			X
Keep organized workspace			X
Perform math calculations			X
Operate Office Equipment		X	
Operate Motor Vehicle	X		

Notes: Work indoors in a professional office setting, occasional travel is required. This position requires the individual to be dedicated to providing a very high level of accuracy and customer service. Must have a positive mental outlook and "can do" attitude. Performs all work in a safe and efficient manner at all times and follows safety rules, policies and practices on a continual and on-going basis. Must hold a valid California driver's license.

Completed by: Randy Robertson
Date: December 2015

Reviewed by: _____
Date: _____