



## MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, CA 90065

### JOB OPPORTUNITY BULLETIN

#### Senior Financial Analyst

September 7, 2018

Under direction, provides direct or lead supervision to assigned staff; oversees and participates in the more complex and difficult financial analyses that assist in the evaluation of financial transactions, and operating and capital budget activities; oversees business functions of the department; performs a variety of technical tasks relative to assigned areas of responsibility; and performs related duties as assigned.

***The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.***

#### ***Essential Duties and Responsibilities***

- Plans, trains, and reviews the work of staff responsible for the department's processing of accounts payable, accounts receivable, cash processing, grant invoicing and grant and budget monitoring; conducts complex financial analyses that assist in the evaluation of financial transactions and operating and capital budget proposals; participates in performing the most complex work of the unit.
- Trains assigned employees in their areas of work including complex financial analysis methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Performs rate analyses for contracts and as needed.
- Prepares management reports of financial results for functional area, including variance analysis.
- Performs analyses of potential funding sources; evaluates and estimates potential revenue streams and impacts on MRCA's operations.
- Performs complex and technical analyses and coordinates review and action on new insurance financing and vehicle and computer leases; assists in establishing financing parameters; drafts reports and recommendations for review.
- Provides assistance in the development of assigned budget; monitors budget and analyzes current and historical trends and determines and improves forecasting.
- Provides assistance in development of financial reports for the Benefit Assessment Districts and Community Facilities Districts.
- Reviews Board agenda items with a financial impact for funding and coding purposes; determines whether sufficient budget and fund balances exist to support expenditures.
- Maintains MRCA's Capital Asset module in financial system including a variety of records and other related information.
- Responds to questions from operations managers in monitoring their budgets, contracts, and expenditures. Prepares budget adjustments.
- Prepares staff reports for Board of Directors.
- Reviews grant funded purchase orders for proper coding and to ensure that funds are available; responds to inquiries from staff regarding grant accounting.

- Provides and/or reviews financial reports as related to capital assets.
- Performs special analyses and drafts reports and recommendations on assigned projects.
- Performs related duties as required.

***The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.***

### ***Desired Minimum Qualifications***

Knowledge of:

- Operations, services, and activities of a municipal or non-profit financial analysis program.
- Principles of supervision and training.
- Methods and techniques of accounting and financial analysis.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic principles and practices of municipal budget preparation and administration.
- Standard terminology and provisions of leases.

Ability to:

- Plan, organize, and review the work of staff.
- Independently perform the most difficult financial analysis functions.
- Understand the organization and operation of the MRCA and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, explain, and enforce department policies and procedures.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Analyze and make sound recommendations on complex financial data.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial analyses, reports and written materials.
- Work independently in the absence of supervision.
- Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a declared emergency.

### ***Competencies***

- Effective Communicator
- Team Builder
- Strategic Thinker
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

## Required Education and Experience

- Bachelor's Degree from an accredited college or university with major course work in public or business administration, finance or a related field.
- Five years of progressively responsible experience performing complex financial analyses, preferably in a governmental, non-profit or grant-driven agency.
- *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.*

***The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.***

## Other Requirements:

- Ability to pass a background check including fingerprinting.
- Must pass a physical examination including a drug test.
- Must have a valid California Driver's License with a satisfactory driving record.

**Hours:** Monday through Friday, 8 hours per day, 40 hours per week, with some scheduling flexibility. The position will work out of the Los Angeles River Center and Gardens but may be required to travel to various agency locations.

**Compensation/Benefits:** \$26.45 – \$30.62 per hour, plus health insurance, life insurance, CalPERS retirement, vacation and sick leave, and paid holidays.

**How to Apply:** Submit resume and letter of interest via email to [employment@mrca.ca.gov](mailto:employment@mrca.ca.gov) or via fax to 323-843-9838, Attn: Zagreb De La Torre with "Senior Financial Analyst" included as a subject. This position will remain open until filled. No phone calls, please.

Description of Agency: The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

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