



DATE: MAY 2026  
FLSA: Non-Exempt

## Management Analyst I - Finance

### **POSITION OVERVIEW**

Under general supervision, performs professional accounting work, including auditing, analyzing, preparing, and verifying fiscal records and reports, processing bills and invoices, and providing information on accounting and treasury practices and procedures to CVAG management and staff; prepares and reconciles year-end audit and budget schedules; coordinates assigned programs, projects, and services with other departments, divisions, and outside agencies; and performs related duties as assigned.

### **JOB DUTIES**

*In addition to the job duties outlined in the **Management Analyst I** classification specification, the following are typical duties performed within this assignment. The duties specified below are representative of the nature and level of duties of this assignment and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar and related to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions.*

- Provides responsible professional and technical assistance in the administration and implementation of CVAG's financial, auditing, budget, treasury, and accounting programs.
- Participates in the reconciliation and maintenance of the general ledger and subsidiary ledgers to a variety of source documents and forms; reviews and approves a wide variety of journal entries; works with the Program Manager to maintain accurate chart of accounts by updating as needed.
- Reconciles and balances a diverse range of bank statements and related accounting documentation.
- Participates in accounts payable, accounts receivable and Form 1099 processing; maintains internal control procedures and ensures that accounting standards are met.
- Compiles, prepares, and files sales and use tax returns to the State of California Franchise Tax Board annually.
- Researches, analyzes, and prepares a wide variety of financial reports and statements; reviews and submits, upon approval, reports to internal, local, state, federal, and grant funding agencies as required.
- Analyzes various accounting transactions to resolve questions and validate data; assists management in performing overhead allocations, cost estimate calculations, and various transaction calculations and billings; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Monitors revenues and expenditures and budget to actuals to determine program/project financial status; verifies availability of funds; prepares reimbursement reports as needed.
- Records and maintains capital asset data and inventory; prepares journal entries for depreciations; updates and prepares logs, schedules, and reports.
- Participates in the annual budget preparation including providing data with appropriate justifications, working with other departments to refine facts and figures, overseeing the budget schedule, preparing budget adjustments, and monitoring revenues and expenditures throughout the year for budget-to-actuals; resolves variances and issues with appropriate department and staff.
- Supports the preliminary and annual audit by responding to questions and providing information and documentation to the auditors; prepares and reviews audit entries and schedules like balance sheet

account reconciliations; implements any new accounting standards and related analysis; assists with financial statement compilation including management discussion and analysis and required supplementary information and filings with the State for the Financial Transaction Report.

- Assists in administering the procurement card program and ensuring records are timely and sufficiently documented.
- Interprets, explains, and applies general and governmental accounting and auditing principles and procedures, laws, and regulations affecting the accounting and financial operations of CVAG.
- Organizes and maintains accurate and detailed databases, electronic and physical files, and records; ensures compliance with established records retention schedules.
- Stays abreast of new trends and innovations in areas that may affect assigned program.
- Assists in analyzing cash flow and related treasury management figures
- Assists in booking and confirming trades within the investment policy as well as related reporting under the investment policy
- Prepares various financial reports and reconciliations for both internal and external stakeholders, on an ad-hoc or scheduled basis.
- Assists in performing customer account write-offs and net energy metering analysis and disbursements
- Assists in booking transactions related to pre-pay bond financing and helps maintain investment grade credit ratings through ratio calculations and other support activities.
- Assists in preparation of the Schedule of Expenditure of Federal Awards.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and methods of public and governmental accounting, finance, and auditing, including general ledger, accounts payable, accounts receivable, payroll, treasury, and fund and cost accounting and their application to public agency operations.
- Generally accepted accounting principles and governmental accounting standards board statements for public sector accounting.
- Principles, practices, and methods of data collection and reporting.
- Recordkeeping principles and procedures.
- Business mathematics and statistical techniques.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and CVAG staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability To:**

- Review, analyze, record, audit, verify, and document a diverse range of financial transactions.
- Perform general ledger and treasury duties.
- Audit, reconcile, and balance bank statements and other accounts.

- Analyze financial data and draw sound conclusions with appropriate recommendations to management.
- Prepare clear, complete, and concise financial statements, reports, and other written correspondence.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; and ensure accounting activities comply with same.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Minimum Qualifications**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting or finance or a related field and three (3) years of increasingly responsible professional accounting or finance experience.

**Licenses and Certifications:**

- Possession of an appropriate valid driver's license to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various CVAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in work areas and walking between work areas are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights depending on program assignment, and in all cases with the use of proper equipment and/or assistance from other staff.

**WORKING CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.