

Rates Analyst

(Please note that as of February 2007, no further incumbents will be added to this class)

DEFINITION

This position performs professional/senior technical cost accounting and rate development work involving the control and processing of complex and diverse cost and revenue systems and records. The employee will perform analytical studies used to develop and monitor departmental policies and procedures.

Work of this class involves the performance of professional/senior technical cost accounting duties and rate development requiring a working knowledge of professional accounting principles and practices and sound analytical skills in assessing and determining rates. The nature of the work requires employee to provide high level financial and rate related advice and recommendation to senior managers in areas related to Development and Branch operations.

Work at this level is completed with considerable independence, and necessitates only limited direction from a superior with regard to completion of financial objectives.

TYPICAL DUTIES*

Under broad supervisory direction, plans, organizes and work as a team leader with other financial and operational staff in financial services and rate development activities.

Prepares and analyses financial data to determine rates and provide information to managers for inclusion in agreements and or Branch related recoveries.

Maintains economic and financial models used to define cost and revenue relationships associated with recoveries from both internal and external customers.

Analyzes consumption, revenues and customer base for fluctuations, changes and trends.

Performs special studies as requested by clients/customers in order to aid in management decision making.

Conducts research and interviews to develop new or update existing procedures relating to financial and accounting matters.

Conduct audits to ensure compliance with policies and procedures and safeguarding of assets.

Works individually or as a team leader on specialized rate determination and analysis.

Provides technical and professional advice and assistance to department officials in matters pertaining to financial policy and procedure, cost analysis, rates and asset control.

Assist in the review and analysis of financial systems and initiates various improvements to upgrade the quality of financial and rate related systems. Initiates and implements specialized in house systems on approval of supervisor.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

High level of analytical and conceptual skills to identify and resolve complex financial and rate related problems.

Considerable knowledge of generally accepted accounting principles, requirements and practices.

Knowledge of the application of computer based data processing in the maintenance and analysis of financial data and rate financial models.

Ability to evaluate and design financial control systems.

Thorough knowledge of corporate and departmental policy and procedures.

Ability to maintain sustained attention to detail in checking and recording financial transactions.

Ability to effectively communicate and maintain working relationships with all levels of management and non-management personnel.

Perform complex financial analysis of accounting data.

Technical proficiency in major financial and analytical software systems.

TRAINING AND EXPERIENCE REQUIREMENTS**Job Level**

Professional Accounting Designation or University Degree in a related discipline. Five (5) to six (6) years of progressively responsible accounting experience.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1323		1324	

Last Updated: 2007-02
Previous Updates:
Originated: