



To be considered for the Financial Analyst position, your submission must include a written response to the following questions, along with your application and resume to hr@wrd.org. Incomplete submissions will result in disqualification of your application.

1. What types of financial analysis and financial reporting have you done for a public agency?
2. Please provide your direct experience working in the following areas:
 - a. Accounting
 - b. Financial Analysis
 - c. Federal/State/County Grant Financial Reporting
 - d. Comprehensive Annual Financial Report Preparation
 - e. Budget Review and Monitoring
3. Describe your work experience in working with creating and preparing budgets including a Capital Improvements Program (CIP) budget.
4. What types of financial presentations have you made and to whom?
5. Indicate your proficiency with Excel level and experience:
 - a. Advanced (combine formulas, use VBA/write macros, create advanced charting, set up advanced conditional formatting)
 - b. Intermediate (sort, filter, use simple conditional formatting, export/import list or files, create graphs/pivot tables, create and link formulas)
 - c. Beginner (enter text/numbers, add/copy cells, format cells, move/delete rows, create simple formulas)

For questions or additional information, please contact:

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Water Replenishment District
4040 Paramount Blvd.
Lakewood, CA 90712
Phone: (562) 921-5221. Email: hr@wrd.org.