



## POSITION DESCRIPTION

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**TITLE: FINANCE MANAGER**  
**REPORTS TO:** General Manager  
**GRADE:** 17  
**FLSA:** Exempt  
**CONFIDENTIAL:** Yes

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### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** (Position Titles) Accounting Supervisor, Project Accountant II, Financial Analyst, Purchasing/Warehouse Clerk  
**INDIRECT:** (Position Titles) Accountant I, Customer Service Representative I and II, Meter Reader/Technician I and II

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### **MINIMUM QUALIFICATION REQUIREMENTS**

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position.

**EDUCATION:** Bachelor's degree in Accounting, Finance, Business Administration, or equivalent. Licensed Certified Public Accountant, graduate degree or equivalent desirable. Valid California driver's license and proof of insurability are required. Standard First Aid and CPR certifications are required.

**EXPERIENCE:** Minimum of eight years of progressive Finance and Accounting experience, including three years in a supervisory capacity. Specific experience to include preparation of operating and capital budgets, financial statements, cash flow analyses, investment reports, job cost analyses and other complex financial analyses; previous experience working in or auditing a governmental enterprise district desirable; previous involvement in administering management information systems desirable; ability to effectively utilize a personal computer, peripherals and related word processing and spreadsheet programs; proven ability to organize and manage competing priorities; ability to lead staff to ensure high performance, comprehensive knowledge of general accepted accounting principles, generally accepted auditing standards, governmental accounting standards, internal controls, and management information systems required; excellent verbal and written communication and problem solving skills, proven ability to organize and manage competing priorities.

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### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with Supervisor to receive general direction, identify goals and objectives, and review results; Board of Directors to make recommendations and presentations as required; District management and employees to discuss, advise and resolve finance, accounting and customer service issues; direct reports to provide direction, specific work assignments and review results; all other District personnel as required.

**EXTERNAL:** Interaction with auditors to complete the annual financial statement audit and to prepare the Comprehensive Annual Financial Report; outside consultants to address issues related to District finances, customer service, and management information systems and to engage their services and direct project flow; District customers to facilitate problem resolution; peers from other public agencies to discuss finance-related issues; vendors to negotiate contracts and payment terms; all others as required by the position.

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## PHYSICAL REQUIREMENTS

Good hearing, eyesight and speech; excellent written and verbal communications skills; ability to operate a personal computer and peripherals; able to tolerate periods of continuous sitting and exposure to a computer screen; ability to tolerate occasional travel. May assist on an infrequent basis with lifting up to 50 pounds.

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## ENVIRONMENTAL CONDITIONS

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with standard background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor and noise. Work will include occasional business travel. When performing work outside the facility, subject to variable weather conditions. Appropriate personal safety equipment provided.

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## DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position is responsible for managing the financial services for the District, including financial accounting and reporting, payroll and accounts payable disbursement functions, cash, investment and debt management, budgeting, purchasing, data processing, meter reading, customer billings, processing of customer payments, internal auditing and special financial analyses. A working knowledge of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Support of the District Strategic Plan and Mission Statement is essential. Reliable, stable attendance is required.

### % TIME

### TASKS

**50%**

Provides leadership and oversees the supervision of the finance, accounting, payroll and purchasing functions for the District:

- Assures the District's goal of providing excellent customer service is achieved.
- Reviews procedures and proposes changes to billing and meter reading.
- Manages labor resources effectively; conducts evaluations, documents performance and assures cross training is completed.
- Ensures compliance with applicable regulations and all safety policies.
- Works with Safety/Risk Compliance Administrator to make certain the department's emergency preparedness and contingency plans are in place and current.

**40%**

Acts as Deputy Treasurer.

- Directs preparation of Board appropriation requests as necessary to authorize the expenditure of project funds.
- Compiles and manages the District budget and ensure operations within budgetary guidelines.
- Confirms that expenditures are properly authorized and within the approved budget.
- Ensures that expenditures are disbursed from the correct funding sources.
- Proposes and implements such internal controls and accounting procedures as necessary to ensure the safeguarding of District assets and the proper recording of accounting transactions.

- Directs the investment of surplus funds in coordination with the Board investment subcommittee.
  - Monitors the various project and debt service funds to ensure that they are administered in compliance with any bond indenture requirements.
  - Ensures that all required disclosure reports are prepared and submitted in a timely manner.
  - Evaluates the District's overhead cost allocation structure periodically to ensure adequate recovery of support costs.
  - Ensures that all required debt service payments are remitted in a timely manner.
  - Provides oversight of recommended purchasing, implementation, maintenance and upgrades of District office equipment including: copiers, printers, telephone systems, computer networks and desktop computers.
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## **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**

Other management duties, including:

- Coordinates programming changes as required with District's outside programmer.
- Develop effective resolution to conflicts; makes policy recommendations regarding operations and procedures.
- Professionally represents the District in a variety of public and private meetings.
- Ensures successful, productive interdepartmental relations including public and group settings.
- Responds to emergency situations using sound judgment.
- Organizes and implements the department's record retention requirements for data management.
- Performs all related duties as assigned.