

FLORIN RESOURCE CONSERVATION DISTRICT/
ELK GROVE WATER DISTRICT
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.
Employment is at-will.*

POSITION:	Finance Manager/Treasurer
DEPARTMENT/DIVISION:	Finance
DIRECTLY REPORTS TO:	General Manager
FLSA:	Exempt
DIRECTLY SUPERVISES:	Finance Supervisor

Job Definition

This position plans, directs, manages, and oversees the activities and operations of the Finance Department including customer service, billing, accounting, financial planning, cash and asset management, treasury management and investments, debt management, revenue administration and collection, purchasing, budget and payroll. Coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager; and serves as a member of the District's Leadership Team.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Serves as Treasurer to the District's Board of Directors.
- Assumes full management responsibility for all Finance Department services and activities including financial planning, cash management, treasury management and investments, debt management, revenue administration and collection, purchasing, accounts payable, budget, and payroll; ensures compliance with local, state, and federal laws related to payroll, banking, debt covenants, investing, and financial reporting.
- Manages the development and implementation of goals, objectives, policies, and priorities; recommends and implements resulting policies and procedures.
- Directs, coordinates, and reviews the work plan for assigned accounting services and activities; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Maintains District general ledger and sets up accounts for general ledger posting.
- Assumes responsibility for the timely and accurate preparation of financial and statistical reports and records in accordance with Generally Accepted Accounting Principles (GAAP).
- Provides technical direction and guidance to District staff on financial matters; advises staff on sound fiscal policy, best practices, and GAAP.
- Adjusts and closes journals and ledgers.
- Posts and maintains cash balances on accounts.
- Directs financial reporting and annual financial statement preparation and presentation.
- Serves as the District's liaison with auditors.
- Maintains depreciation schedules of all office and field equipment.
- Assumes the responsibility for data processing activities including systems analysis, programming, and computer operations.

- Assumes the responsibility for the acquisition of new or upgraded computer systems and equipment (hardware and software) as appropriate.
- Coordinates system maintenance with maintenance provider.
- Manages and maintains the property/liability insurance programs.
- Prepares correspondence, memoranda, and other items as required.
- Oversees the practices and policies of customer service and collections.
- Assists General Manager and customer service staff with development and review of customer relations and correspondence.
- Attends Board meetings and other meetings, and makes presentations as required.
- Exercises considerable judgment in all matters relative to the Finance Department, which includes office administration, and customer service.
- Conducts staff and employee meetings and initiates training sessions.
- Confers regularly with the General Manager on matters of policy and planning; works on special projects as required.
- Prepares and makes recommendations for the budget of departmental expenditure requirements.

Qualifications

Knowledge of:

- Principles, practices, methods, and techniques of financial management, governmental accounting, auditing, and cash management.
- Generally Accepted Governmental Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Generally Accepted Government Auditing Standards (GAGAS), and Yellow Book.
- Principles and practices of internal control and auditing.
- Principles, practices, laws, and regulations governing the investment and management of public funds.
- Finance and governmental accounting theory, concepts, procedures, and techniques.
- Principles and procedures of cash management.
- Principles, procedures, and techniques of financial analyses.
- Methods and techniques of analysis and investigation.
- Principles of business letter writing and basic report preparation.
- Principles and practices of financial record keeping, control, and reporting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- General principals, practices and procedures of finance administration and management.
- General principles, practices, and procedures of government/public billing practices.
- Current Microsoft Office Computer applications.
- Functions, organizations, and policies of Special Districts.

Ability To:

- Manage and direct a comprehensive Finance Department including financial planning, cash management, debt management, revenue administration and collection, purchasing, accounts payable, and payroll programs.
- Develop and administer departmental goals, objectives, and procedures.

- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Plan, organize, direct, and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret, apply, and adhere to all policies, procedures & standards of the District and applicable federal, state, local laws, and regulations relating to position functions.
- Ensure adherence to Generally Accepted Accounting Principles.
- Evaluate financial data and provide strategic direction on financial programs.
- Develop and implement financial procedures and controls.
- Perform complex accounting and financial analysis.
- Maintains a high-level of confidentiality with discretionary knowledge.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

Physical Requirements

- Using fine gross motor coordination in performing data entries into the computer while sitting for prolonged periods of time.
- Coordinate eyes, hands, and fingers to perform semi-skilled tasks including typing and calculating.
- Hear normal conversation in person and/on the telephone.
- Vision must be sufficient to accomplish the duties of the position, which may include operating a company vehicle.
- Lift, carry, push, and pull 25 pounds.
- Travel infrequently by vehicle for District related duties and activities.
- Intermittently twist and reach for office equipment.

Required Certifications and Licenses

Possession of a valid Class C Driver's License.

Required Education and Experience

- Possession of a bachelor's degree from an accredited college or university with a Major in Accounting and Finance; Business Management and Administration; Economics; Public Administration; and
- Five (5) years of increasingly responsible professional accounting and finance experience including three (3) years of administrative and/or lead responsibility with experience in Board administration.