

FLORIN RESOURCE CONSERVATION DISTRICT/  
ELK GROVE WATER DISTRICT  
CLASS SPECIFICATION

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

POSITION:	<b>Finance Supervisor</b>
DEPARTMENT/DIVISION:	Finance
DIRECTLY REPORTS TO:	Finance Manager
FLSA:	Exempt
DIRECTLY SUPERVISES:	Utility Billing Specialist I/II/III/Senior

### **Job Definition**

This position plans, organizes, directs, supervises, and trains the Utility Billing Specialists. This position is responsible for processing and posting accounts payable to the general ledger; processing bi-weekly payroll for the District; responsible for keeping detailed records of various projects; assisting in a variety of financial transactions; assisting with customer related issues; provides responsible and complex support to the Finance 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:*

- Plans, organizes, and supervises the work of staff assigned to the Finance Department.
- Instructs utility billing personnel as to the way projects are to be carried out.
- Coordinates training for utility billing personnel.
- Processes District payroll and other payroll related tasks (taxes, 941, W-2's).
- Reports CalPERS Retirement and CalPERS 457 contributions.
- Processes accounts payable and other related tasks (1099's).
- Reconciles the District bank accounts.
- Prepares and posts journal entries to update the general ledger.
- Creates and maintains general ledger accounts as necessary.
- Monitors progress and quality of work; and enforces the standards of the District.
- Resolves customer complaints when necessary.
- Reviews procedures and practices to improve internal controls, operating efficiencies, and effectiveness.
- Assists the Finance Manager in the day-to-day operations of the department.
- Assists with developing and administering the budget and interim reports.
- Assists with preparation for the annual financial statement audit, pulling requested samples, and preparation of various schedules.
- Prepares department contracts, correspondence, and memoranda as required.
- Participates in long range planning of the District's finance functions.
- Assists with the property/liability insurance programs.
- Prepares various financial and statistical reports for presentation to the Board of Directors.
- Attends Board meetings and other meetings.

## **Qualifications**

### **Knowledge of:**

- Finance, business, and accounting skills.
- Generally accepted accounting principles.
- Accounting and financial reporting for a public utility.
- Billing practices and advanced fiscal record keeping methods.
- Windows & Windows based programs.

### **Ability to:**

- Exercise considerable judgment in all matters relative to the Finance Department which includes office administration and customer service.
- Establish and maintain effective working relationships with those contacted in the course of work including district staff and the general public.
- Perform the more difficult accounts receivable tasks and related revenue support work, including work related statistical records; make arithmetic computations rapidly and accurately, including computation of interest and penalties.
- Work independently, use time wisely, and complete assignments in a timely manner.
- Operate a variety of office equipment and computer programs in the performance of work assignments.
- Interpret, understand, apply, and explain utility rules, procedures, policies, codes, and ordinances.
- Audit, adjust, and maintain financial and statistical records.
- Analyze and evaluate financial and account records drawing logical conclusions and making decisions.
- Maintain a high-level of confidentiality with discretionary knowledge.
- Compose clear and concise reports and correspondence.
- 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 an associate degree from an accredited college or university in accounting and finance, business, or related field.
- Minimum of four (4) years customer service experience.
- Two (2) to three (3) years supervisory experience.
- Minimum of Three (3) years of increasingly responsible experience in accounting or related field.