

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

FINANCE MANAGER JOB DESCRIPTION

Effective April 2014

Definition

Under the direction of the General Manager, the at will exempt Finance Manager position plans, organizes and directs the financial, accounting, and related administrative functions of the District; assists the General Manager with the protection of District assets and the maintenance of budget controls; performs the most complex accounting functions, and invests District funds.

Examples of Duties

- Serves as Treasurer for the District.
- Responsible for the proper investment of District funds.
- Plans, organizes, directs, and manages District finances, accounting, investment, payroll, financial reporting, and related administrative activities.
- Provides advice and consultation on the development of District financial resources, programs, and policies.
- Assists the General Manager with long-range financial planning, protection of District assets, and development and maintenance of budget controls.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists in the General Manager with the analysis, preparation, presentation, and monitoring of the District budget.
- Performs operations audits of the District services and activities.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Directs the development, preparation, and presentation of financial reports and statements.
- Directs the operation of customer service, data processing, utility billing, accounts payable, cash management, water meter reading, and perform related work as required.
- Develops and maintains a fully integrated computerized management information system ensuring the availability of necessary financial and statistical information.
- Develops and maintains district computer network/intranet, including periodic updates in hardware, software, and operating systems.
- Review and update department policies and procedures.
- Handle extraordinary customer situations and/or customer service problems.
- Develops and maintains financial records management system and procedures.
- Conducts analytical studies as directed by the General Manager.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Serves as liaison with vendors, contractors, and debtors.

- Coordinates details of outside audits of District financial records.
- Investigate, act on, and follow up on illegal water and sewer connections.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Oversees and maintains a program of internal financial controls.
- Monitors and complies with grant, loan or bond conditions.
- Is available to be recalled at anytime in a District emergency.
- Performs related duties as assigned

Supervisory Duties

The Finance Manager directly supervises and performs period performance appraisals for customer service and meter reader personnel.

Typical Physical Activities

- Communicate orally with District Board Members, coworkers, and the public in one-to-one, and group settings.
- Work at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 30 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses telephone and radio for communication.
- Use office equipment such as computer, copiers, and FAX machines.
- Stands and sits for extended periods.
- Hearing and vision within normal ranges with or without correction.

JOB STANDARDS/SPECIFICATIONS

Required Knowledge, Skills, and Abilities:

- Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- Strong oral communication skills.
- Principles and practices of public agency budgeting, fund accounting, government finance, investment, and the development and maintenance of fiscal controls
- Principles and practices of personnel administration (supervision, training, and management).
- Public personnel administration, affirmative action, and employer-employee relations.
- Management of computerized information and fiscal systems.
- Personal computer, computer network and application software operation.
- Principles and practices of auditing.

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal internal controls.
- Investment principles and practices.
- Cost estimating and contract administration
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Public financing tools and their California public agency applications.
- Water meter reading and maintenance programs.

Ability to:

- Plan, organize, coordinate, and direct the financial, customer service, management information system, budgeting, and investment functions of the District.
- Provide supervision, training, work development, and evaluations for District Customer Service and Meter Reader staff.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Coordinate District budget development and fiscal controls.
- Prepare the preparation of financial reports, statements, and maintenance of ledgers and journals.
- Conduct performance audits of District services and functions
- Communicate well with others, verbally, in writing, and during public presentations.
- Think critically to address complex business and accounting assignments
- Work independently and take initiative
- Provide advice and consultation to the General Manager on the development of fiscal systems, financial procedures, policies, and internal controls.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Write grant applications; administer grants and comply with grant conditions.

Required Training, Education, and Experience

Any combination of training, education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain to the knowledge would be:

Experience: Broad and extensive work experience that includes performing financial analysis, accounting, management information system development, and budgeting work with at least five (5) years of full-time employment with increasingly responsible experience to demonstrate the ability to perform the required duties.

Education: This position requires at least a Bachelors Degree (Masters Degree preferred) from an accredited college or university with emphasis in Business, Public Administration, Finance Accounting, or a closely related field. CPA desirable.

Environmental Factors:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Special Requirements:

- The Finance/Accounting Manager must be bondable and file an annual Conflict of Interest Statements.
- Possession of a valid California Class C Driver License is required at the time of appointment.
- Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

Employee Signature:

Date: