



Finance Manager

DEFINITION

Under general supervision, plans, directs, controls District programs in the area of financial planning, reporting and control, procurement, accounting, budgeting and auditing. Supervises the Accounting and Purchasing units which include financial accounting, cash management, payroll, accounts payable, purchasing, project cost, fixed asset and grant accounting, and budget monitoring functions; functional management of an enterprise resource planning (ERP) system including all financial accounting related modules; supervises the Human Resources/Payroll system analyst in support of the ERP system; assists the Finance Director with financial strategic planning; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This mid- management position assists the Finance Director and is responsible for directing and supervising several work units. The position is characterized by the requirement to provide extensive supervision to varied work groups and the responsibility for taking independent actions affecting operations within broad established guidelines. This position is characterized by the following factors: specialized educational requirements, advanced technical knowledge, extensive supervision, and responsibility for independent action within broad guidelines. Incumbents must possess good oral and written communication skills.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, directs, controls and supervises work of the Accounting and Purchasing Department accounting, clerical, and technical staff;
- Develops and recommends fiscal policies and implements approved policies;
- Prepares and administers the District's annual budget;
- Prepares monthly and annual financial statements of the District's operations in accordance with generally accepted accounting principles and reporting standards;
- Maintains accounting and budgetary controls over the District's operations;
- Manages a centralized function for the purchasing, warehousing, and inventory control of materials and supplies;
- Prepares complex and special accounting studies, analyses and reports;
- Coordinates annual audit of the District's financial records by an independent accounting firm;
- Coordinates work with the independent auditors for completion of the annual audit and single audit (if required);
- Reviews and approves all payroll tax, sales and use, and other required tax reporting;
- Performs responsibilities as the financial and Human Resources/Payroll functional lead in maintenance, support, troubleshooting and testing of the ERP system;
- Participates in strategic planning activities which impact the overall financial operation of the District;

- Develops, recommends and implements changes in District-wide accounting methods, procedures, policies and systems;
- Interfaces and coordinates activities with other District managers and staff, outside agencies, and independent auditors ;
- Fills in for the Finance Director in the Director's absence;
- Trains and evaluates the work of subordinates;
- Ensures that safe working conditions, within the department, are maintained.
- Participates in specialized financial analyses and water rate studies;
- Participates in the preparation of documentation needed for bond issues and other financing methods;
- manages a centralized function for the purchasing, warehousing, and inventory control of materials and supplies; and
- Attends Board meetings and makes oral and written presentations as necessary.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Budget preparation and administration procedures;
- applicable federal, state and local laws, rules and regulations;
- financial and governmental accounting standards and application of standards;
- internal control theory, standards, systems and best management practices;
- auditing theory, standards and procedures for financial, tax/compliance and single audits;
- budgeting principles and practices;
- payroll processes, procedures and required tax, and CalPERS payroll reporting requirements;
- principles and practices of human resource management including supervision, training and staff development;
- advanced skills utilizing Microsoft Excel, Access, Word and Visio;
- experience utilizing and analyzing an ERP system for accounting, purchasing, payroll and budgeting functions such as SAP, People Soft, or Oracle systems;
- proper English spelling, grammar, punctuation, and writing practices; and
- District policies and procedures.

Ability to:

- Plan, organize, direct, train and coordinate the work of the Accounting and Purchasing Departments; train and supervise subordinates;
- perform complex accounting, auditing and budgeting tasks.
- prepare clear and concise financial analysis and accounting records, reports, and correspondence;
- prepare complex budgets and financial records and reports;
- make presentations, explain policy, and represent the Finance department at District meetings and to the public;
- analyze work problems and develop effective solutions;
- interpret, explain and apply applicable laws, rules and regulations;

- establish and maintain effective working relationships with those contacted in the course of work; and
- depending upon job assignment, drive vehicle.

Training and Experience:

- Bachelor's degree in Business Administration, Accounting, or a related field, and preferably a Masters degree;
- And
- Seven years of increasingly responsible experience in administering the business operations of a public or private organization, preferably a utility, at least five of which must have included managing and administering a professional and technical staff.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

LICENSES AND/OR CERTIFICATIONS

- Possession of CPA certificate is desirable;
- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicle and Satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable

accommodation should be directed to the Human Resources Manager.

Established: March 1996
Revised: September 2011; May 2022
Approved by: Human Resources Manager