



# JOB DESCRIPTION

<b>POSITION</b>	Director of Finance	<b>SAFETY SENSITIVE</b>	No
<b>SALARY RANGE</b>	Range 53	<b>ESTABLISHED DATE</b>	08/19/20
<b>FLSA STATUS</b>	Exempt	<b>REVISION DATE(S)</b>	6/25/24
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations within the Finance Department, including accounts payable, accounts receivable, payroll, utility billing, inventory, job costing, fixed asset management, audit, budget, financial reporting, and cash and investment functions. Provides highly responsible and complex assistance to the General Manager, other internal departments, and outside agencies.

## DISTINGUISHING CHARACTERISTICS

This position is characterized by the high-level management skills and technical knowledge required to perform the principal duties of the position, as well as the accountability and responsibility this position has to the General Manager, Board of Directors, and customers of the District. This employee must function as a member of the District's executive management team and is responsible for performing diverse and complex work, which will require strong interpersonal, leadership, communication, and problem-solving skills; the ability to work without extensive supervision; and the ability to prioritize, lead, and direct.

## SUPERVISION RECEIVED/EXERCISED

This position receives general direction from the General Manager. This position will supervise, lead, and provide training for assigned employees; and oversee financial consultant work.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Direct all department activities including management of staff and oversight of consultants to ensure that results are accomplished in accordance with acceptable standards in compliance with applicable laws, regulations, policies, and procedures (i.e., GAAP, GASB).
- Develop, monitor, maintain, and oversee all financial operations for the District including but not limited to timely reporting, financial planning, cash management, investment of District funds, credit accounts, and maintain budgetary and financial internal controls.
- Develops, coordinates, maintains, and oversees Districtwide and departmental financial policy and procedures.
- Interpret and apply pertinent Federal, state, and local laws, regulations, court decisions, and internal policies applicable to assigned areas of responsibility.
- Coordinate, manage, recommend rate, and revenue structures based on analysis of rate & fee-generating activities.
- Oversees the compilation, analysis, preparation, and presentation of the District's budgets. Works with General Manager to recommend and approve adjustments to the District's budget.
- Oversees the development and administration of the Finance Department's budgets, approving the forecast of funds needed for staffing, equipment, materials, and supplies.
- Oversees the compilation, analysis, preparation, and presentation of the District's annual audit and audited financial statements.

- Manages assessment districts and long-term revenue or debt financing.
- Oversees and manages receivables including but not limited to customer accounts, wastewater treatment plants, damage claims, meter installations, liens, and other collection methods.
- Coordinates, reconciles, and maintains internal records for insurable acquisitions, such as attractive expendables and major assets.
- Provides back up to subordinate staff on all critical duties including but not limited to payroll, banking, and monitoring cash flow.
- Provides financial input on joint projects with other departments such as grant management by communicating with assigned grant manager to understand financial components of grants, provides financial input for grant application process, reconciles loan or grant payment draws/reimbursements.
- Oversee, implement, manage, and troubleshoot assigned financial technology resources focusing on financial modules, with a secondary focus on customer service-related modules, and provides financial software training, guidance, assisted by appropriate staff and/or consultants.
- Coordinates with other departments to optimize use of related software applications/modules with financial software (for example, CMMS work orders and inventory, Utility billing, Contacts, Cashiering).
- Selects, trains, and directs assigned staff, including consultants; evaluates and reviews work for acceptability and conformance with District standards; provides or coordinates staff training; works with employees to correct deficiencies; participate in discipline and termination procedures; and responds to staff questions and concerns.
- Represents the Finance Department, interfaces with the public, and attends, prepares and presents items to the Committee and Board of Directors meetings.
- Coordinates insurance renewals and claims (crime, property, etc.); serve as liaison with insurance carriers and/or claims administration services. Reviews claims filed and advises management on recommended resolution;
- Acts as a backup for Customer Service and assists in resolution of customer complaints.
- Communicates tactfully with customers, staff, and other individuals contacted in the course of duties.
- Attend and participate in professional organizations; stay abreast of new accounting regulations and innovations.
- Performs other duties related to the classification as assigned.

### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Experience:**

- Eight (8) years of increasingly responsible experience in budgeting, accounting, and financial work including:
  - four (4) years of supervisory and administrative responsibility and,
  - three (3) years of public agency experience.
- Two (2) years of technical experience with software support and hardware fundamentals.
- Public agency experience highly desired.

#### **Education and/or Training:**

- High School Diploma or equivalent;
- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business administration, or closely related field.

#### **Certificates, Licenses, Registration:**

- A Certification, such as GFOA's Certified Public Finance Officer's Certification or AGA's Certified Government Financial Manager Certification highly desirable.

**Other Requirements:** Must possess and maintain a California Class "C" Driver's License.

### **PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES**

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

#### **Knowledge of:**

- Operations, services, and activities of a comprehensive governmental accounting and financial management program.

- Advanced principles and practices of public finance administration, particularly in the areas of cost accounting, budgeting, auditing, and revenue management.
- Advanced principles and practices of program development and administration.
- Methods and techniques of program analysis and revenue forecasting.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Administrative principles and practices, including goal setting; program development; and budgetary development and controls.
- Technical software and hardware management skills.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, and training in workplace procedure.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional areas.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Practices in researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting reports.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Modern office practices, methods, and computer equipment and applications.

**Skills in:**

- Possess strong organizational skills.
- Possess strong computer skills in Word, Excel, and PowerPoint.
- Possess strong research skills.
- Possess college-level writing skills both in the drafting of technical documents and professional correspondence.
- Possess strong verbal and written communication skills.

**Ability to:**

- Manage and direct a comprehensive financial management and accounting program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- 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.
- Develop and install sound accounting procedures.
- Oversee and manage the District's investment portfolio.
- Prepare clear and concise administrative and financial reports and statements.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work
- Effectively represent the District with government agencies, community groups, various businesses, and with professional and regulatory organizations.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift and/or carry objects (no greater than 20 lbs.) on an infrequent basis. Ability to bend, twist, turn, push, pull and reach routinely, as well as perform repetitive motion tasks on a regular basis. Ability to sit for extended time periods and use office equipment such as computer terminals, copies, and fax machines on a regular basis. Requires normal range hearing and vision. Ability to stoop, kneel and crouch occasionally.

**Work Environment:**

- **Outside:** On seldom occasion standing, walking, climbing may be required during inspection tours of facilities.
- **Inside:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Fumes/Gasses:** Duties of this position are predominantly conducted indoors, in an office setting or environment.
- **Noise/Vibration:** Noise levels expected of an office or indoor setting are expected.

**Equipment Use:** Standard office equipment such as computer hardware and peripherals, binding machines, copy machines, scanning machines, fax machines, and telephone.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; and interact with District managers, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times.

**Travel:** On occasion, the incumbent in this position may be required to attend hearings, workshops, meetings, and seminars.

**Other:** Position subject to extended work hours and attend evening meetings.

## EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date