

POSITION SPECIFICATION

Job Title: Finance Division Manager
Division: Finance

General Description

Under the administrative direction of the General Manager, this is a confidential management position that shall exercise independent judgment and will routinely exercise independent discretion in fulfilling the following responsibilities:

- a) Plans, organizes and directs the Agency's financial planning;
 - i) Plans, organizes and directs the activities and daily operations of the Agency's Finance Division.
 - (1) Directs Finance Division personnel in the general accounting, payroll and purchasing activities of the Agency, including the maintenance of general ledgers and related subsidiary records.
 - (2) Trains and evaluates the performance of Finance Division personnel.
 - (3) Screens, interviews, and will recommend action to General Manager in the hiring and discipline of employees within the Agency's Finance Division. Will be the individual imposing discipline in those matters, other than termination, as delegated by the General Manager, or as authorized in the Agency's personnel policy.
 - ii) Plans, develops, implements and administers cash management (including all necessary banking), debt management and investment programs. Investment programs, include, upon appointment by the Board, exercise of fiduciary responsibility in the selection of depositories and legally authorized investment programs available for the placement of funds not currently needed for Agency operations. Provides periodic reports to the Board of Directors as required regarding deposit status of Agency funds.
 - iii) Performs professional accounting work in accordance with accepted accounting principles and laws governing public utility accounting.
 - (1) Performs a variety of accounting duties, including the preparation and maintenance of financial and statistical records, and fiscal and budgetary planning documents and reports.
 - (2) Screens, interviews, and recommends firms employed for performance of the Agency's annual audit.
 - iv) Serves as the purchasing agent for the Agency.
 - (1) Develops purchasing regulations and procedures, including bid processes and development of maintenance and service contracts.
 - v) Assists with the coordination and implementation of electronic data processing systems, accounting and billing software, and performs related duties as required.
 - (1) Assists in the design of data input control procedures and data processing instructions for accounting personnel.
 - vi) Establishes, monitors, and updates as needed, procedures and policies for accounting and purchasing methods and controls.

- vii) Prepares the annual Water Division and Power Division budgets for presentation to the Board of Directors.
 - (1) Monitors the annual budgets
 - (2) Develops the financial reports required by the Board of Directors, General Manager and Division managers, including monthly and annual financial reports as required.
- viii) Supervises and maintains the Agency's various insurance policies to ensure appropriate coverage.
- b) Provides assistance to the General Manager regarding administration of personnel.
 - i) Assists General Manager in the financial analysis and determination of financial feasibility of wage and benefit proposals from employee representatives, including participating in labor negotiations as required.
 - ii) Will serve in the General Manager's absence or as his/her designee as the Agency's labor negotiator.
 - iii) Maintains confidential employee records and personnel files.
 - iv) Manages personnel-related claims including disability and worker's compensation claims.
- c) Provides assistance to the General Manager regarding general administration of Agency business.
 - i) Prepares written reports of personal analysis and evaluation of data, records, policies and/or procedures.
 - ii) Provides information and assistance to customers, contractors, vendors and representatives of other governmental agencies regarding their business with the Agency.
 - iii) May act for the General Manager in his/her absence.
 - iv) Serves as claims manager as requested by the General Manager, including maintaining communication and liaison with the Agency's appointed legal counsel and maintenance of Agency's confidential litigation files. Participates in settlement negotiations and, with General Manager, advises Board on litigation strategy and recommended resolution.

Prerequisite Qualifications

Knowledge of:

- 1) Accounting, auditing, purchasing and budgeting principles and practices;
- 2) Governmental accounting principles and financial reporting practices.
- 3) Contract administration principles and procedures.
- 4) Data processing applications for accounting functions.
- 5) Modern office practices and standard office and accounting equipment.
- 6) Development and maintenance of fiscal controls.
- 7) General knowledge of state and federal statutes and regulations governing personnel relations.

A baccalaureate degree in accounting, business management, financial management or planning, or a closely related field that has included a significant amount of accounting coursework; and, five years of responsible professional governmental accounting and financial planning experience that has included responsibilities in a variety of accounting functions involving computerized accounting systems and the management of public or private funds.

Ability to proficiently use, or quickly learn the accounting/billing, word-processing and spreadsheet software used by Agency.

Valid California driver license and satisfactory driving record.

Must be bondable to an amount of at least \$25,000 and to such greater amount as is determined by the Board.

Basic Work Hours: 8:00 AM to 5:00 PM, Monday through Friday.

Salary:

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| \$135,000 | - | \$160,000 |
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annually

Essential Job Duties:

The incumbent supervises professional, technical and clerical staff directly and through other supervisory staff, and manages the Finance Division. This position requires the frequent use of independent judgment and consistent use of discretion in the areas of accounting, fund management, budgeting, personnel management, and claims management. This position involves frequent communication orally, telephonically and in writing. It requires sitting for extended periods, operation of a personal computer and office equipment, grasping/holding, use of all fingers, normal vision, normal hearing, regular walking, climbing stairs, standing, stooping, reaching, bending, occasionally lifting up to 35 pounds, and regularly operating a motor vehicle.

Environmental Demands:

Outside: Seldom, if never, works outside in a variety of weather conditions ranging from snow to +100° F.

Inside: Almost always works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes and fumes/dust from printing cartridges.

Noise/Vibration: None.

Mental Requirements:

Reading: Reads letters, reports, memos, messages, complex financial documents, operating manuals for office equipment.

Writing: Writes reports, letters, memos, messages; fills out forms and documents.

Math: Ability to calculate and perform complex statistical and mathematical functions commonly used in special district accounting and financial management.

Reasoning:

- 1) Ability to analyze problems, generate and test alternatives.
- 2) High-level concentration and attention to detail for extended periods of time required to produce reports, correspondence, and documents.
- 3) Ability to define problems, collect data, establish facts, and draw valid conclusions.

- 4) Ability to memorize and recall objects, properties thereof and persons.
- 5) Ability to analyze problems, generate and test alternatives

Repetition: Routine daily work practices, including keyboarding and operation of other office machines, filing, posting, etc.

Personality:

- 1) Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of it.
- 2) Ability to work with others and formulate appropriate instructions to achieve desired goals.
- 3) Ability to accommodate normal work-related stress situations with subordinates.
- 4) Ability to relate cooperatively with members of the public, and Agency personnel.

Communication Skills:

- 1) Ability to quickly organize and communicate thoughts orally and written.
- 2) Ability to understand communications from others.