



## Fair Oaks Water District Job Description

### Finance Manager

DEPARTMENT: Administration  
FLSA STATUS: Exempt  
DIRECTLY REPORTS TO: General Manager  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: May 30, 2011  
ANNUAL SALARY RANGE: \$71,800 - \$88,500  
OTHER: Regular, Full-Time

#### **GENERAL STATEMENT OF JOB:**

Under general supervision of the General Manager, the Finance Manager plans, organizes, and directs the financial accounting and related administrative functions of the District. In compliance with GAAP and GASB, prepares the District's fiscal reports, annual audit, and taxes. Assists the General Manager with the protection of District assets, budget activities, financial reporting to the Board, and performs any other related duties that may be required.

#### **ESSENTIAL FUNCTIONS:**

*The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Coordinates District financial activities including accounting, budgeting, accounts receivable and payable, investments and recommends policies related to finances.
2. Coordinates the District's annual audit; submits annual public notices (as dictated by California State Water Code) of review availability of District's audited financial statements.
3. Assists with the District budget process. Prepares the annual budget documents for submittal to the General Manager. Analyzes expenditures and revenues for budgetary purpose and reports budget versus actual results.
4. Calculates and reviews current and historical cash flow projections, determines excess District funds, and makes recommendations for allocation and investment.
5. Provides adequate and accurate preparation and maintenance of District accounting records according to GAAP and GASB requirements.
6. Acts as project accounting administrator for the District.
7. Provides technical assistance and guidance for the management related to financial matters; must be able to articulate financial concepts to the Board of Directors, staff and members of the public.
8. Submits accounting reports required by the State Controller's Office. Submits other reports as required by the county, state and federal governments and other agencies and regulations.
9. Prepares analyses of revenues, expenditures, water usage, MIP costs and other special projects as required.
10. Prepares monthly financial reports.

11. Coordinates annual Fair Oaks Financing Corporation (FOFC) meeting with Board of Directors and General Manager. Maintains all appropriate and required records for FOFC.
12. Reconciles general ledger.
13. Provides internal control of District financial and accounting and procedures.
14. Coordinates with Maintenance Supervisor to establish annual equipment, overhead and labor billing rates.
15. Assists other personnel in the performance of their duties as assigned on an as needed basis.
16. Proficient in governmental accounting and Generally Accepted Accounting Principles
17. Proficient in the principles and practices of accounting, bookkeeping and budget processing.
18. Proficient in the principles and practices of budget preparation and administration.
19. May be requested to assist in the supervision of District staff.

## **JOB STANDARDS/SPECIFICATIONS**

### **ABILITY TO:**

- Proficient in the operation of financial software and related tools.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Maintain a high level of confidentiality with discretionary knowledge.
- Adhere to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.
- Attend monthly board meetings.

### **MINIMUM TRAINING AND EXPERIENCE:**

- BA/BS in accounting, finance, or closely related field, and up to five years of increasingly responsible experience in accounting and finance.
- CPA Preferred but not required.
- Advanced skill in current Microsoft Office Applications.

### **SPECIAL CERTIFICATES:**

- Valid California Driver's License: Possess and maintain a valid California Driver's License.

### **PHYSICAL REQUIREMENTS:**

- May occasionally travel by vehicle or airplane for district related duties and activities.
- Regularly use a telephone for communications.
- Work at a desk for an extended period of time.
- Operate a variety of automated office machines including computers, copiers and FAX machines.
- Communicate orally with District staff and the public in face-to-face, one-to-one and group settings.
- Hearing and vision within normal ranges with or without correction.

### **ENVIRONMENTAL ADAPTABILITY:**

- Irregular or extended work, hours: Occasionally required to change working hours and work overtime.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.*

I have received, read and understand the above job description.

Name (Please Print):

---

Signature:

---

Date:

---

Supervisor Name (Please Print):

---

Signature:

---

Date:

---

General Manager: Tom R. Gray

---

Signature:

---

Date:

---