



## Fair Oaks Water District Job Description

### Finance and Management Assistant

DEPARTMENT: Finance & Administration  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Finance Manager  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2018  
ANNUAL SALARY RANGE: \$52,336 - \$70,653  
JOB CLASSIFICATION: Regular Full-Time

#### **General Statement of Job**

Under supervision of the Finance Manager, plans, organizes, and coordinates special projects and community outreach activities for the District. Provide administrative assistance to the District Management team and the Board of Directors. Prepares and distributes the Board agenda and maintains official records of Board proceedings and actions. According to District policy and appropriate accounting procedures, processes accounts payable and assists finance department as needed.

#### **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. Gathers and organizes information and material for the General Manager and Board.
2. Responsible for the District's A/P processing of vendor payments, warrants and related reporting requirements.
3. Responsible for checking in CSM daily payment batches, misc. banking transactions, and posting related batches in MS Great Plains.
4. Provides administrative support to the District Management team.
5. Maintains banking deposits and ensures physical delivery to U.S. Bank within scheduled time frame as designated by FOWD management.
6. Reconciles the assigned general ledger accounts on a monthly basis.
7. Assists in implementing outreach programs promoting District and water use efficiency education.
8. Ensures that all FOWD's permits are current.
9. Provides accurate, comprehensive, and systematic communications about the programs, functions and activities of the District.
10. Assists in developing and staffing exhibits promoting water use efficiency and community programs.
11. Assists in preparing notices, brochures, newsletters and promotional materials.
12. Assists in maintaining general information updates for the District website and periodic newsletter.
13. Makes appointments and maintains appointment calendar for the General Manager.
14. Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
15. Maintains official records of Board proceedings and actions.
16. Works with staff and other agencies in coordinated public relations efforts.
17. Communicates policies and regulations regarding water service, billing, and metering program to the public.

18. Prepares reports and documents for the District and develops forms and procedures for specialized projects.
19. Performs a variety of independent research, information retrieval and analysis projects for the finance department as needed.
20. Maintains District record archiving and storage; coordinates file management with outside vendor.
21. Assists in receiving and documenting all forms and data for the HET (high efficiency toilet) rebate program. Requests rebates for qualified customers, and seeks District reimbursement from regulatory agencies.

### **Other Duties**

- Assists with collection of data for the year-end audit and annual budget review.
- Acts as emergency back-up to Customer Service.
- Assists with the FOWD's annual water awareness poster contest.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Basic financial principles.
- Water industry related terminology and procedures.
- Microsoft Office applications.

#### **Ability to:**

- Work flexible schedule, including occasional evenings and weekends.
- Adhere to all policies, procedures & standards of FOWD and pertinent federal, state, and local laws relating to position functions.
- Perform mathematical calculations of moderate difficulty.
- Work independently without close supervision.
- Communicate clearly and effectively both orally and in writing.

### **Typical Physical Activities:**

- Travel regularly by vehicle for District related duties and activities.
- Regularly use a telephone for communication.
- Work at a desk for an extended period of time.
- Operate a variety of automated office machines including computers, copiers and FAX machines.
- Communicates 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 Factors**

- Work Primarily in an office environment, some outdoor work may be required.

### **Desired Qualifications:**

- Prior work experience in water industry.
- Basic knowledge of financial principles.
- Intermediate to advanced knowledge in current Microsoft Office applications.
- Associates Degree or higher.
- Knowledge of water industry related terminology and procedures.

- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions rapidly and accurately.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

**Required Licenses/Certifications:**

- Valid California Driver's License.
- Graduation from high school or equivalent.

*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, and 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: \_\_\_\_\_