



Fair Oaks Water District Job Description

Finance Manager

DEPARTMENT: Finance & Administration
FLSA STATUS: Exempt
DIRECTLY REPORTS TO: General Manager
DIRECTLY SUPERVISES: Finance & Management Asst./Purchasing Admin.
JOB DESCRIPTION DATE: January 1, 2018
ANNUAL SALARY RANGE: \$95,364 - \$128,742
JOB CLASSIFICATION: 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. Manages District financial activities including accounting, budgeting, accounts receivable and payable, and 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. Leads the District's budget process. Prepares the annual budget documents for submittal to the General Manager. Analyzes expenses 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 investments to the General Manager.
5. Provides adequate and accurate preparation and maintenance of District's accounting records according to GAAP and GASB requirements.
6. Acts as project accounting administrator for the District.
7. Provides technical assistance and guidance related to financial matters; must be able to articulate financial concepts to the Board of Directors, management 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 monthly financial reports.
10. Coordinates annual Fair Oaks Financing Corporation (FOFC) meeting with Board of Directors and General Manager. Maintains all appropriate and required records for FOFC.
11. Reconciles general ledger.
12. Provides internal control of District financial and accounting and procedures.
13. Coordinates with maintenance staff to establish annual equipment, overhead and labor billing rates.
14. Proficient in governmental accounting and Generally Accepted Accounting Principles

15. Proficient in the principles and practices of accounting, bookkeeping and budget processing.
16. Proficient in the principles and practices of budget preparation and administration.
17. Maintain a high level of confidentiality with discretionary knowledge.
18. May work overtime as required without additional compensation.
19. Adhere to all policies, procedures & standards of FOWD and pertinent federal, state and local laws relating to position functions.

Other Duties:

- Assists other personnel in the performance of their duties as assigned on an as needed basis.
- Prepares special financial analysis as required by the General Manager.

Job Standards/Specifications

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing
- Investment principles and practices.
- Cost estimating and contract administration.
- Principles and practices of personnel administration.

Ability to:

- Plan, organize, coordinate, and direct the financial, budgeting, management information systems, investment, and risk management functions of the District.
- Provide supervision, training, work development, and evaluations for District finance and accounting staff.
- Coordinate District budget development and fiscal controls.
- Oversee the preparation of financial reports and statements.
- Conduct performance audits of District services and functions.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations

Typical Physical Activities:

- Travel infrequently by vehicle or airplane 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.
- 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 Factors

- Work primarily in an office environment, some outdoor work may be required.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Qualifications:

- CPA Preferred but not required.
- Minimum of five years in a leadership role in public accounting and finance.
- Proficient in use of Accounting Software Applications.
- Advanced skill in current Microsoft Office Applications.
- Any combination of education, training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications:

- BA/BS in accounting, finance, or closely related field.
- Valid California Driver's License.

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: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____