



JURUPA COMMUNITY SERVICES DISTRICT FINANCE MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Finance, plans and directs the District's financial reporting, auditing, budget, cash receipts, capital assets, job costing and collections functions; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This position reports to the Director of Finance and is responsible for the development and administration of programs related to the District's financial affairs. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining effective departmental operations consistent with District policies and administrative guidelines established by the General Manager.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

Plans, directs and implements the fiscal management program for the District, including budget monitoring, forecasting, collection and disbursement of all funds and investments; assists department with budget development; prepares resolutions for budget adoption.

Direct and perform professional accounting work, including financial reporting and auditing activities; designs and implements procedures to conduct activities in accordance with related laws, ordinances, rules and regulations; provides liaison to auditors and ensures audit compliance.

Advises, and otherwise provides assistance to the Director of Finance, other department managers and the public regarding finance related issues.

Prepares and presents annual financial reports and resolutions to the Board.

Recommends and participates in the development of Finance related goals, objectives and policies; develops and administers the budgets for Finance functions.

Demonstrate an ability to apply the standards set by the generally accepted accounting principles (GAAP), initiates any actions necessary to correct deviations.

Directs integration of computer-based systems for accounting and business recordkeeping.

Coordinates the preparation and administration of the annual budget, including preparing revenue and expenditure projections.

Prepares periodic and special financial reports and analyses, including those required for submission to various governmental agencies; reports the financial status of the District.

Reviews, recommends and establishes water and sewer rates for the District; calculates water losses and pumping costs per acre foot; prepares water sales and purchase reports for the budget.

Coordinates the annual audit of District financial records and systems.

Confers with District staff at all levels and represents the District in contacts with the local financial community and the public; participates in a variety of Boards and Committees; attends and participates in professional meetings; stays abreast of new trends and innovations in the field of finance, accounting, purchasing and data processing.

Trains and evaluates assigned staff; plans and organizes work; develops and establishes work methods and standards; reviews and evaluates employee performance; recommends and initiates disciplinary actions.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in Business Administration, Finance or related field; a minimum of five years experience in administration and finance with at least two years experience in professional public accounting including two years in a supervisory capacity; must have experience in financial systems and project control.

Knowledge and Skill Levels

Thorough knowledge of governmental, fund and general accounting principles, practices and procedures, including budgeting and investment techniques; administrative principles and practices, including goals and procedure development and implementation, work planning and organization; employee supervision; auditing principles and practices; applicable laws and regulations; standard office practices and computer user applications for accounting/business systems.

Physical Requirements

Employee must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Travel by airplane, train, or automobile to conduct District business; communicate orally and by telephone with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals, copiers, and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; lift and carry 10 pounds; push and pull 10 pounds; sufficient manual dexterity to perform job functions.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / EXEMPT

Range 115

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