

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, organizes, coordinates, directs and participates in all District accounting, financial and business service activities; supervises assigned staff; performs related work as assigned.

CLASS CHARACTERISTICS

This single 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 efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the General Manager. The incumbent must also function as a member of the District's management team and participate actively in addressing issues of concern to the District, which at times may not have a direct impact on the incumbent's area of specialization.

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, organizes, schedules, supervises, reviews and evaluates the work of staff involved with accounting, financial record keeping, payroll, District Insurance, investments, data processing, budgeting, collection and related activities. (a b c d e g h i j l m o p q r)

Develops and implements goals, objectives and work standards for the department; continuously evaluates and monitors the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, financial and support systems identifying opportunities for improvement; directs the implementation of changes. (a c d e g h i l m o p q r)

Administers investment of surplus funds and other financial management programs. (a c d e g h l q r)

Directs and personally performs professional accounting work, including maintenance of the general ledger, varied subsidiary ledgers and journals, accounts receivable and payable, payroll, and numerous control and informational records and reports. (a b c d e g h i j l m o p q r)

Coordinates the preparation and administration of the annual budget, including preparing revenue and expenditure projections; directs the forecasting of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs the preparation and implementation of budgetary adjustments as required. (a b c d e g h i j l m o p q r)

Prepares periodic and special financial reports and analyses, including those required for submission to various governmental agencies; reports the financial status of the District; conducts special studies and makes policy and procedure recommendations in areas of expertise. (a b c d e g h i j l m o p q r)

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. (a c d e g h i j l m o p q r)

Directs the integration of computer based systems for accounting and business record keeping and trains staff in their use. (q b d g h i j k l m n p r)

Coordinates the annual audit of District financial records and systems. (a b c e f h l q r)

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. (a e f g h i k l q r)

Selects departmental staff; trains and evaluates employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; recommends and initiates disciplinary actions. (a b d f g h i j k l n r)

REQUISITE ABILITIES

- a. Communicate clearly and concisely, both orally and in writing.
- b. Plan, organize, supervise, review and evaluate the work of others.
- c. Maintain various ledgers, journals and other control and informational records.
- d. Prepare clear and accurate reports and statements.
- e. Analyze complex financial problems, evaluate alternatives and reach sound independent conclusions within general policy guidelines.
- f. Establish and maintain effective working relationships with representatives of financial institutions and business and community groups, the public and District staff at all levels.
- g. Research and prepare complex reports on a variety of subjects.
- h. Plan, direct, and coordinate accounting, purchasing, revenue collection, treasury management and data processing activities.
- i. Make decisions regarding operational and personnel functions.
- j. Operate programs within allocated amounts.
- k. Respond to emergency and problem situations in an effective manner.
- l. Understand, explain and apply policies and procedures.

- m. Develop comprehensive plans to meet future District needs/services.
- n. Deal constructively with conflict and develop effective resolutions.
- o. Plan and enforce a balanced budget.
- p. Develop new policies impacting department operations/procedures.
- q. Interpret financial statements and cost accounting reports.
- r. Meet the physical requirements established by the District.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include equivalent to graduation from a four year college or university with major coursework in accounting, finance, business or public administration or a closely related field, and five years of increasingly responsible professional public accounting experience including two years in an administrative or supervisory capacity.

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 91

1300 Admin/job description