



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **DIRECTOR OF FINANCE AND ADMINISTRATION**

#### **DEFINITION**

Under minimal direction of the General Manager, plans, directs, manages, and oversees the activities and operations of the Finance, Accounting, Customer Service, Human Resources and Risk Management departments. As a member of the District's Executive Management Team, participates in long- and short-term District planning. Collects, monitors, and analyzes financial data and uses data to make financial decisions and recommendations. Provides highly responsible and complex administrative support to the Board of Directors, General Manager and other Executive Management personnel.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for managing and overseeing financial and administrative policy development including but not limited to finance, customer service, human resources and risk management programs.

Exercises direct supervision over Customer Service / Accounts Payable Manager.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential and other important responsibilities and duties may include, but are not limited to the following:

##### **Accounting/Finance Functions**

1. Assume full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management; recommend and administer policies and procedures.
2. Develop and implement investment policies and practices to ensure that the District's financial resources are properly utilized. Monitor accounting standards and tax regulations that may affect the District's financial reporting; debt management; investment; and accounting practices. Interact with the District's investment, rate and financial advisors.
3. Serve as a financial resource to the Board of Directors and various District departments; provide information regarding a variety of accounts, revenues and expenditures.
4. Ensures finance policies and procedures are developed, updated, and implemented in the District.

5. Provides highly responsible staff assistance and expert advice, seeks alternatives and recommendations related to revenue, financing, and fiscal management.
6. Recommends and assists in the implementation of goals and objectives; recommend changes to accounting systems; develop new programs; develop and update internal policies and procedures.
7. Manages the monitoring and maintenance of the District's electronic utility billing, accounting, and financial reporting systems; maintains chart of accounts; performs year-end close; analyzes and created financial software set-ups; implements corrections and enhancements to the system as necessary.
8. Reviews, edits and updates financial information to be posted to the general ledger.
9. Assists departments in the proper classification of revenues and expenditures.
10. Oversees the District's annual audit, prepare the annual State Controller's Report and the CAFR.
11. Monitors and balances various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
12. Prepares comprehensive financial studies, reports and statements as requested.
13. Reviews bank account reconciliations and prepares investment account reconciliations.
14. Maintains and adjusts the District's fixed assets records.
15. Performs complex analysis of revenues and expenditures.
16. Performs bi-weekly payroll functions and file quarterly and annual payroll returns with appropriate government agencies.

#### Customer Service Functions

1. Performs monthly close of utility billing system, accounts receivable and inventory control.
2. Handles complex and escalated customer service issues.
3. Reviews and recommends new technologies to increase efficiency and improve customer service.

#### Human Resources/Risk Management Functions

1. Represents the District effectively with other agencies, organizations, and individuals in negotiations and labor contract provisions.
2. Participates in the interviewing and hiring of new staff; counsel's employees on performance issues, and prepares and signs employee performance evaluations.
3. Assumes responsibility for all personnel related services and activities including salary and benefits administration, workers compensation, employee relations, recruitment and related personnel functions.
4. Ensures compliance with District policies and procedures and current employment laws, disciplinary actions, grievances and policy interpretation; interact with District legal counsel as necessary.
5. Coordinate or conduct employee orientation and staff training for new District personnel.
6. Manage and facilitate benefit enrollments; coordinate with insurance representatives; serve as a liaison between employees and the insurance agency; follow-up on complaints and inquiries.
7. Oversee the preparation and maintenance of personnel files, job classifications, benefit enrollment changes and other personnel related documents.
8. Manage workers' compensation program, OSHA reporting and claims analysis.

9. Assist with planning, developing, coordinating and administratively supporting the District's safety and health programs.

#### **Marginal Functions**

1. Regular attendance at work site.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance and human resources.
3. Performs related duties and responsibilities as required.

#### **Knowledge of**

1. Knowledge of Generally Accepted Accounting Principles (GAAP).
2. Knowledge in the following areas: accounts payable, journal and general ledger, payroll, bank reconciliations, financial analysis, financial reporting, audit preparation, budget preparation and management, inventory and purchasing, and billing and collections.
3. Basic understanding of public utilities.
4. Ability to perform all the essential functions of the position with or without accommodation.
5. Federal, state, and local laws, codes, and regulations as they pertain to government operations and human resources.

#### **EDUCATION/EXPERIENCE:**

EDUCATION: A business-related Bachelor's Degree is required; a degree in Accounting or Finance is preferred; a Master's in Business/Accounting/Finance or Public Administration (MPA) or CPA designation is required.

EXPERIENCE: Five (5) to seven (7) years of increasingly responsible experience in finance, accounting, customer service or related field including three (3) years in a supervisory role.

#### **LICENSES/CERTIFICATES REQUIRED:**

License as a Certified Public Accountant (CPA) is required.

A valid California Driver's License (Class C) including a satisfactory driving record is required.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

#### **Environment:**

Standard office setting; exposure to computer screens; frequent interaction with District staff and the general public.

**Physical:**

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

**Mental:**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District executive and mid-managers, staff, vendors, the public and other encountered in the course of work.

**Vision:**

See in the normal visual range with or without correction; vision sufficient to see computer screens and printed documents and to operate assigned equipment.

**Hearing:**

Hear in normal audio range with or without correction.

Job Status: Exempt

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