VALLECITOS WATER DISTRICT

FINANCE MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the various finance functions of the District, including finance, accounting, meter reading, customer service, and purchasing; formulates and implements policies and procedures; oversees Finance budget; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for all District financial activities, including, daily cash flow management, investments, accounting, purchasing, meter reading, meter replacement, and customer service. The employee functions as a member of the District’s management team, headed by the General Manager, and participates actively in addressing issues of concern to the District which at times may not have a direct impact on the employee’s area of specialization.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Manages and oversees operation of assigned divisions; develops and implements goals, objectives, and work standards for the department; monitors workload, output, and efficiency of assigned divisions; plans, schedules, supervises, reviews, and evaluates the work of assigned staff; provides training and development to assigned staff; provides assistance to staff in resolving problems;
- 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, administrative, and support systems identifying opportunities for improvement; directs the implementation of changes;
- Directs 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; administers investment of surplus funds, pursuit of debt financing, and other financial management programs;
- Reviews and 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;
- Directs the preparation of 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, directs the integration of computer based
systems for accounting, reviews the annual audit of District financial records and systems, and directs the preparation of management’s discussion and analysis;

- Confers with 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 Commissions; attends and participates in professional meetings; stays abreast of new trends and innovations in the fields of finance, accounting, investments, customer service, meters, and purchasing;
- Participates in the selection of 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 disciplinary actions;
- Holds regular meetings with staff to communicate expectations, receive feedback, resolve problems, develop trusting relationships, provide motivation and employee recognition, stay abreast of staff’s work activities, and provide required resources for work assignments;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- Governmental, fund, and general accounting principles, practices and procedures including budgeting and investment techniques;
- Customer service functions including billing, collections, and customer record keeping;
- Administrative principles and practices including goals and procedure development and implementation, work planning and organization, and employee supervision;
- Auditing principles and practices;
- Applicable laws and regulations; computer applications for accounting/business systems.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others;
- Maintain various ledgers, journals, and other control and informational records;
- Establish and maintain effective relationships with the community at large, the Board of Directors, community/civic organizations, public officials, and others contacted in the course of the work;
- Prepare clear and accurate reports and statements;
- Analyze complex financial and customer service problems, evaluate alternatives, and reach sound conclusions within general policy guidelines;
- Establish and maintain effective working relationships with representatives of financial institutions and business and community groups, the public, and District staff;
- Understand, explain, and apply policies and procedures;
- Develop comprehensive plans to meet future District needs/services;
- Deal constructively with conflict and develop effective resolutions;
- Plan and implement a balanced budget;
- Evaluate cost efficiencies.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: a Bachelor’s degree with major course work in accounting, finance, business or public administration, or a closely related field; and five years of professional governmental accounting experience which included two years in a management or supervisory capacity.

**Licenses, Certificates, and Special Requirements**

- Possession of a Certified Public Accountant license is highly desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are frequently required to sit, talk, or hear; use hands and fingers to grasp and feel objects, tools, or controls; and reach with hands and arms. Employees are occasionally required to walk. Employees must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*