

Oro Loma Sanitary District
2655 Grant Avenue
San Lorenzo, CA 94580
(510) 276-4700

FINANCE MANAGER

DEFINITION

Under general direction from the General Manager to perform professional financial and accounting duties for all District operations, including sewage collection, treatment, solid waste and recycling programs.

SUPERVISION EXERCISED

Exercises direct supervision over the accounting staff, establishing performance goals and annual evaluations.

IMPORTANT AND ESSENTIAL DUTIES

Financial Reporting & System Management:

- Oversee the integrity of the accounting system and maintain financial records of District operations.
- Issue monthly financial statements and key performance indicators for Board review.
- Manage fiscal year-end close and coordinate annual independent audit.
- Oversee the preparation of the annual Comprehensive Annual Financial Report.
- Submit the Special Districts' Financial Transaction Report and Government Compensation Report to the State Controller's Office.
- Perform cash and investment management. Implement and maintain fraud prevention controls.
- Oversee revenue collection for sewer, recycling, and other services.
- Manager accounts payable and purchase order processing and 1099-Misc reporting.
- Maintain accounting records for various project grants.
- Oversee filing of quarterly sales and use tax returns.

Budget Management & Financial Analyses:

- Prepare the Two-Year Operating and Capital Budgets.
- Establish financial controls and monitor revenues and expenses for conformance with approved budgets.

- Perform periodic and long-range cash flow projections.
- Conduct sewer service charge and solid waste rate studies.
- Prepare other financial analyses and special reports as needed.

Payroll & Benefits Accounting:

- Perform payroll processing and oversee data integration into the accounting system.
- Review payroll tax returns and reconcile employee W-2s.
- Administer post-retirement benefit transactions.

Fixed Assets Management:

- Manage fixed asset additions and depreciation.
- Maintain ownership records for District vehicles and equipment.
- Prepare annual report of asset surplus for Board approval.
- Oversee the sale or disposal of Board-approved asset surplus.

Debt Service Management:

- Manage financial records connected with the District's long-term debt obligations.
- Maintain compliance with debt covenants on continuing disclosure, debt coverage ratios, timely payments and reporting.

Other Duties:

- Attend Board meetings and Finance & Insurance Committee meetings.
- Manage renewal and reporting of various self-insurance programs.
- Perform other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and procedures of public sector and enterprise financial record keeping and reporting
- Generally accepted accounting theory, principles and procedures and their application to a variety of accounts, transactions, and problems
- Sound principles and practices of financial auditing
- Principles of budget preparation

- Pertinent Federal, State, and accounting local governing boards, laws, codes, and regulations
- Computer system applications related to fiscal management
- Modern office methods, practices, procedures, and computer equipment

Ability to:

- Prepare and analyze a variety of financial reports, analyses, and statements
- Operate modern office equipment including, but not limited to computer equipment
- Develop, implement, and modify accounting and auditing systems
- Analyze and interpret financial and accounting records
- Research, analyze, and evaluate accounting, cost, and statistical data
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities
- Interpret and apply Federal, State, and accounting local governing boards, laws, codes, and regulations
- Examine and verify financial documents and reports
- Communicate clearly and concisely, both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Supervise, manage, and lead subordinate personnel

EXPERIENCE AND EDUCATION GUIDELINES

A combination of education and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Experience:

Five years of increasingly responsible accounting, budgeting, or finance experience, preferably within a municipal or utility enterprise agency.

Education / Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, accounting and/or public administration with emphasis in accounting, finance, or business administration, is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license, and a motor vehicle record that meets the District's Driving Standards.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work performed is in a standard office environment using a computer. While performing the duties of this job, the employee frequently is required to sit and occasionally stand, walk, stoop and crouch. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus. The noise level in the work environment is usually quiet.