

Oro Loma Sanitary District
2600 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

1. Coordinate and prepare the District's annual budget.
2. Plan, organize, and oversee the maintenance of all accounting and financial records of the District, i.e., General Ledger, Property Ledger, Renewal and Replacement Model and others.
3. Establish financial controls and review the expenses and revenues for conformance with approved budgets.
4. Responsible for accuracy and integrity of all accounting journals.
5. Coordinate cash management to insure that sufficient funds are available to meet payment obligations and that excess funds are properly invested.
6. Reconcile bank and investment statements.
7. Reconcile accounts receivable, deposit accounts and inventory records.
8. Coordinate the annual physical inventory of District's Fixed Assets and other properties with other departments.
9. Prepare various tax returns, accounting and financial reports due to the federal, state and other agencies.
10. Coordinate and direct the annual District's audit.
11. Maintain all records and reports connected with the District's Long Term Bonds and other long-term obligations.
12. Implement financial requirements as required by law or regulation relating to accounting and finance.
13. Perform activities related to the planning, implementation, and administration of residential and commercial recycling programs.

14. Implement software changes and updates in the accounting and payroll systems.
15. Administer the District's payroll and payroll taxes, and integrate the payroll records and journals with the General Ledger; audit the payroll quarterly and annually.
16. Analyze financial operations. Research, compile and prepare financial and project reports. Prepare financial and project reports. Prepares financial statements analyses and special reports as required.
17. Maintain District claims loss records and perform risk management responsibilities as assigned.
18. Prepare studies, analyses and/or revisions of sewer and recycling services.
18. Prepare sewer service charge billings for a limited number of industrial and public agency customers.
19. Attend and participate in Board of Directors meetings and prepare agendas and related materials for and attend Finance & Insurance Committee meetings.
20. Perform ad-hoc internal audits of District activities.
21. Negotiate and manage contracts with professional and/or service firms such as auditors and bond counsel.
22. Provide assistance with telephone inquiries.
23. Perform other related duties as required.

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.
- Financial research and report preparation methods and techniques.
- Research methodology, reporting techniques and report preparation principles.
- 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 Bachelors degree from an accredited college or university with major course work 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 which meets the District's Driving Standard Procedure.

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.

Effective Date: July 5, 1995

Updated by: A. Simion 12/10/03

Adopted by the Board on 04/06/04