

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Finance and Accounting Manager

DEFINITION

Under administrative direction from the Director of Finance plans, organizes, directs and coordinates the activities of the Accounting Division within the Finance Department including general ledger, accounts payable, fixed assets, purchasing activities, and related financial support services including cash and investment management portfolio in accordance with District's investment policies; coordinates District accounting and purchasing activities with other divisions and departments; and provides highly complex staff assistance to the Director of Finance.

DISTINGUISHING CHARACTERISTICS

The Manager level recognizes positions that provide full line and functional management responsibility for a division, as identified by the District, within a department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Finance. Responsibilities include supervisory authority over supervisory, professional, technical and support positions.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops and implements divisional goals, objectives, policies and procedures; assists Department Director with department-wide goals and objectives.

Plans, organizes and directs accounting activities including general ledger, financial reporting, and purchasing.

Directs, oversees and participates in the development of the Accounting Division work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

Prepares the Accounting Division budget; implements division budget; forecasts additional funds needed for staffing, equipment, materials and supplies to support division; administers division budget.

Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.

Plans, coordinates and directs the District's annual financial audit; serves as liaison to the District's external auditor; provides audit schedules and requested documentation to the District's external auditor.

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Coordinates the acquisition and analysis of external actuary and financial services provided to the District's OPEB funding requirements and the California Employee's Retiree Benefit Trust (CERBT) Fund.

Coordinates, plans, participates in, and implements various financial projects and programs, including but not limited to, fee analyses, rate analyses, overhead rate analyses and development of internal cost recovery.

Creates and analyzes technical financial information in preparation for the District's Comprehensive Annual Financial Report as well as other technical financial reports.

Assists in the development and maintenance of the District's accounting policies and procedures and assures District compliance with Generally Accepted Accounting Practices (GAAP).

Provides financial information and analysis to support all rates, fees, and charges.

Assists the General Manager, Board of Directors, and department directors with the analysis and interpretation of various technical financial reports and prepares operating reports as requested.

Perform treasury operations, including debt and cash management, banking, financial planning and forecasting and develop policies to ensure the safety of deposits and security of all District monies and securities in accordance with the District's investment policy.

Participate in the development and implementation of capital borrowing strategies.

Perform District debt administration to ensure compliance with debt covenants.

Plans, organizes and directs the procurement activities of the District which includes supplies, materials, equipment and services; reviews and analyzes purchase requests; performs the most complex contract negotiations and purchases.

Coordinates with staff regarding grant funding and administration. Researches and prepares technical and administrative reports; prepares written correspondence.

Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Principles and practices of Generally Accepted Accounting Practices. Principles and practices of investment analysis. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Governmental procurement practices. Modern office procedures and computer equipment. Principles and practices of organizational analysis and management. Financial reporting requirements. Budgeting procedures and techniques. Principles and practices of supervision, training and personnel management.

Skill/Ability to:

Organize and direct the Accounting operations. Analyze and interpret complex technical accounting reports and documentation. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply local, State Federal, District and department laws, regulations, policies, procedures, and rules. Supervise, train and evaluate personnel. Establish and maintain effective working relationships with those contacted in the course of work. Ability to maintain regular and predictable attendance. Communicate clearly and concisely, both orally and in writing. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience that involved professional accounting activities; including three years of supervisory responsibility. Accounting and financial experience in a public utility is highly desired.

Education:


Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or a related field.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

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 _____ Human Resources Authority	<u>04/13/2017</u> Date
Established: 08/18/2009 Revised: 04/13/2017 FLSA: Exempt Unit: Non-Safety	