

FINANCE DIRECTOR

DEPARTMENT: BOOKKEEPING AND BILLING

REPORTS TO: EXECUTIVE DIRECTOR

SUPERVISES: BOOKKEEPER AND HUMAN RESOURCES COORDINATOR

GENERAL DESCRIPTION OF POSITION: Responsible for all financial affairs of the District including: user charge billing and collection for direct customers, billing by villages for indirect customers, accounts payable, payroll, and accounting. Prepare recommendations for investment of surplus funds. Manage operation of the District front office and support staff.

QUALIFICATIONS AND JOB REQUIREMENTS: The position requires a four-year degree in finance, accounting or business and 5 years of experience in a responsible accounting position or equivalent combination of education and experience. Experience with computerized payroll, billing and bookkeeping is expected. Must have ability to work with people. Demonstrated successful supervisory experience is desired.

PRIMARY FUNCTIONS:

- I. Ensure that direct customers receive prompt and accurate user charge bills and processing of payments.
2. Monitor the billing, collection and accounting of the indirect customers that are billed by the villages.
3. Ensure that delinquent user charges receive proper collection activities.
4. Ensure that accounts payable are processed accurately for each Board Meeting, coordinating with all staff involved in purchasing.
5. Ensure that biweekly payrolls are processed accurately and on time. Prepare or review monthly, quarterly and annual payroll related reports and filings.
6. Ensure that all financial activities are accounted for properly by detailed general ledger entries and monthly reports including general ledger, revenue and expenditure budget analysis, balance sheet and subsidiary ledger.
7. Perform month end closing of all financial records to produce reports in time for the monthly Board Meetings. Conduct calendar and fiscal year end closes of payroll, general ledger and vendor files.

8. Analyze financial information and present to Manager and Board. Recommend amounts of surplus funds available for investments, propose investments and maintain detailed records.
9. Implement and monitor a system of internal financial controls.
10. Assist the external financial auditors as they perform the annual financial audit. Review their work and perform audit adjusting entries. Prepare Comprehensive Annual Financial Report.
11. Schedule work for effective utilization of office personnel based on personnel available and priority of work.
12. Inspect, supervise and evaluate the work of the Bookkeeper and Human Resource Coordinator.

SECONDARY FUNCTIONS:

1. Locate best sources for services and supplies for the office, place orders, and document purchases.
2. Conduct regular evaluations of the department's performance and propose improvements in operations for maximum efficiency.
3. Prepare budget for all District activities with input from all department heads. Prepare appropriation ordinance.
4. Perform annual user charge rate review.
5. Update and maintain District's fixed asset records.
6. Monitor the work of the Human Resource Coordinator with the Executive Director.
7. Perform other duties as assigned.

ENVIRONMENT:

All work involving payroll and some financial work is expected to be held confidential. The nature of the work is detail orientated, requiring a strong ability to concentrate.

As a governmental employee, the position involves working not only for the District, but also for the public at large.

DISCLAIMER:

This position description is intended as a guide and does not constitute an employment contract or provide the assurance of continued employment. The position is at the will of the District management and Board of Trustees.