

# Sunnyslope County Water District

## Finance/Human Resources Manager

### **DEFINITION**

Under general direction, performs a variety of complex, technical, administrative and clerical activities to support all District Accounting, Financial, and Human Resources Divisions; oversees all aspects of Utility Billing; account payable, bookkeeping, auditing procedures, budget development and control; recruitment, selection, classification, training, employee relations, payroll and benefit programs; prepares, processes and maintains confidential employee records and data.

### **SUPERVISION RECEIVED AND EXERCISED**

Finance/Human Resources Manager reports to the General Manager. Incumbents follow general state government guidelines and government accounting standards, exercising independence in resolving problems and/or developing recommendation on potential solutions. Exercise direct supervision of professional, technical, accounting, and clerical staff.

### **ESSENTIAL JOB DUTIES**

Plan, organize, coordinate and perform the following District complex and difficult accounting, financial and human resources duties, including LESSALT Water Treatment Agency accounting and financial duties:

- ⊗ Budget preparation, control, activities, and proper expenditures
- ⊗ Accounts receivable and payables, expenditures coding, and invoice audit
- ⊗ Prepares document preparation for periodic financial reports, statements, adjusts journal and ledger entries, reconciles all records, and maintains files
- ⊗ Provides cash management, makes bank transfers and deposits, and cash receipts
- ⊗ Coordinates annual independent audit and maintains financial and internal control procedures
- ⊗ Participates in treasury function, liaison with banks and negotiations for placement or transfer of District funds for proper investment portfolio review and approval of investment decisions
- ⊗ Reviews employee time sheets, prepares employee payroll, files all required tax forms and deposits, assuring compliance with district rules and regulations and federal and state laws
- ⊗ Prepares annual salary and compensation surveys
- ⊗ Directs the selection, evaluation, and training and development of district staff
- ⊗ Prepares a variety of correspondence and reports
- ⊗ Administers the District insurance and risk management functions
- ⊗ Monitors contracts and agreements with outside service providers and vendors to ensure compliance for maximum benefit and cost-effectiveness to District
- ⊗ Employer-employee relations for employee files, assures proper employee health and welfare programs and benefit payments; maintains all forms/records necessary to comply with any and all federal, state, and local regulations

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- ⊗ Maintains District files and records per Record Retention Policy
- ⊗ Maintains and answers questions concerning personnel policies and procedures
- ⊗ Prepares orientation for new employees and exit interviews for departing employees
- ⊗ Responds to difficult or sensitive complaints and requests for information from public and District staff
- ⊗ Attends, represents, and makes presentations at Board of Directors, interagency, commissions, community and professional meetings, and conferences as required
- ⊗ Serves along with Water Superintendent upon request or absence of the District Manager
- ⊗ Performs related duties as assigned.

### **KNOWLEDGE OF**

- ⊗ Government principles, practices, and procedure methods of government accounting, auditing, budgeting, and financial analysis
- ⊗ Administrative principles and practices, including goal setting and program development
- ⊗ Principles and practices of public personnel administration and risk management
- ⊗ Applicable state and federal laws and regulations
- ⊗ Computer applications related to the work
- ⊗ Standard office practices, procedures, methods and equipment including computers, printers, calculators, copiers, and FAX machines

### **ABILITY TO**

- ⊗ Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the District
- ⊗ Plan, organize, supervise, review and evaluate the work of assigned staff and provide for their training and professional development, and work review and evaluations
- ⊗ Plan, organize, and review work of assigned staff to meet schedule and deadlines
- ⊗ Handle multiple concurrent projects and manage priorities and tasks
- ⊗ Interpret, apply and explain complex federal, state and local laws, codes, regulations and ordinances
- ⊗ Apply and administer principles and practices of public personnel administration, risk management and contract administration
- ⊗ Apply, analyze and adapt established methods to a variety of financial transactions and problems
- ⊗ Develop budgets and administer expenditures and purchases
- ⊗ Prepare, examine, and verify financial documents, statements, reports, analyses, and maintain ledgers and journals and reconcile bank statements
- ⊗ Prepare complete, clear, concise reports and communicate clearly and concisely: both orally and in writing
- ⊗ Represent the District in meeting with governmental and regulatory agencies and public



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- ⊗ Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### QUALIFICATIONS:

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

- ⊗ Six (6) years of progressive responsibility in any combination of accounting, budget, or personnel administration and human resources management
- ⊗ Responsibility involving planning, organization, implementation and supervision of varied administrative work programs
- ⊗ At least three (3) years at management level
- ⊗ Graduation from high school and equivalent to completion of four (4) years of college with major coursework in accounting, finance, economics, business or public administration or fields related to the work
- ⊗ Valid California Drivers License and driving record acceptable to the District and insurance carrier
- ⊗ Work in a standard office environment where the employees regularly required prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending squatting and stooping in performance of daily activities. Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Hearing and speech to communicate in person, before groups and over the telephone are essential
- ⊗ Must have ability to occasionally lift and/or move up to 25 pounds
- ⊗ Have the ability to operate a motor vehicle to travel to different sites and locations and to attend meetings
- ⊗ Ability to work with fellow employees and general public

Approved: September 8, 1994

Revised: December 19, 2000

November 11, 2004