



# ROWLAND WATER DISTRICT

## FINANCE OFFICER

### **DEFINITION**

Under administrative direction of the General Manager: to plan, organize, and direct the financial, accounting, and related administrative functions of the District; to assist the General Manager with the protection of District assets and the maintenance of budget controls; to perform the most complex accounting functions; to invest District funds; and to do related work as required.

### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following:

- Plans, organizes, directs, and manages District financial, accounting, investment, and related administrative activities, and reports to the General Manager and/or the Board of Directors on financial matters pertaining to the District.
- Participates in the formation of policies and procedures regarding accounting, finance, and contract administration functions of the District.
- Participates in staff, Board of Directors, or other related meetings providing pertinent departmental information.
- Presents financial reports to the Board of Directors on a monthly basis.
- Provides advice and consultation on the development of District financial resources, programs, and policies.
- Assists the General Manager with long-range financial planning, protection of District assets, and maintenance of budget controls.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists the General Manager with the analysis, preparation, and presentation of the District budget.
- Performs operations audits of District services and activities.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Directs the development, preparation, and presentation of financial reports and statements in connection with the District and with any JPA's the District may be a part of.
- Performs special analytical studies as directed by the General Manager.
- Coordinates with outside audits of District financial records.
- Develops and administers department organization and operation goals and objectives.
- Establishes measures of accountability to evaluate progress toward goals and objectives.
- Assigns tasks and responsibilities to subordinate supervisory personnel.
- Responsible for the safety and well-being of subordinates.
- Provides supervision, training, work evaluation and selection of assigned staff.

## **EMPLOYMENT STANDARDS**

### **KNOWLEDGE OF:**

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Principles of organization and management of a public utility.
- Modern office practices, methods, and computer equipment and applications related to the work.
- State of California Water Codes.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Investment principles and practices.
- Cost estimating and contract administration.
- Utility rate structures.
- District policies, rules, regulations, and procedures.
- Rules and regulations required to work safely and efficiently.

### **ABILITY TO:**

- Plan, organize, coordinate, and direct the financial, budgeting, management information systems, investment, and risk management functions of the District.
- Develop and implement goals, objectives, and plans for a large utility.
- Analyze accounting and data processing problems and adopt effective courses of action.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals.
- Prepare clear and concise financial reports and statements, correspondence, policies, procedures, and other written materials.
- Conduct performance audits of District services and functions.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide advice and consultation to the General Manager on the development of fiscal systems, policies, and assets.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.
- Prepare and maintain accurate and complete records and reports.
- Communicate diplomatically and knowledgeably with District employees and the general public.
- Establish and maintain cooperative working relationships.
- Drive a vehicle safely.

## **TYPICAL PHYSICAL ACTIVITIES**

- Travels occasionally by airplane and frequently by automobile in conducting District business.
- Communicates orally with District Board Members, co-workers, and the public in face-to-face, one-on-one, and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

## **DESIRABLE EDUCATION AND EXPERIENCE**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Bachelor's Degree in Business Administration, Financial Management, Accounting or other closely related field.

Advanced education in accounting methods and principles.

7 - 10 years' experience in progressively responsible governmental or public utility accounting required, the preparation of various financial statements, annual budgets, water and tax rate analyses and establishment, governmental reporting and general office management.

## **CERTIFICATION**

Certified Public Accountant License highly desirable.

### **Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees, including this job position, will be required to respond to emergency calls, accept periodic overtime assignments and perform any and all other duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to supervision, a second failure to report when called, could result in termination.

### **Fair Labor Standards Act**

For the purpose of the Fair Labor Standards Act, the District Finance Officer shall be considered an "exempt" employee.

### **Equal Opportunity Employer**

Rowland Water District is an equal opportunity employer, and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

**Americans with Disabilities Act**

The District will make such reasonable accommodation to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date