

Finance and Administrative Services Manager

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive.

GENERAL STATEMENT OF JOB:

To plan, organize, supervise and participate in the financial and accounting operations of the Authorities; to administer human resource functions; to ensure that general office administrative support is provided; and to serve as Board Secretary and Treasurer.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Executive Director.

Exercises direct supervision over assigned administrative support personnel.

ESSENTIAL JOB FUNCTIONS

Finance and Accounting Functions:

- Manages office financial activities including accounting, budgeting, accounts receivable and payable, payroll, journal entry preparation, general ledger and financial statements for both organizations.
- Produces monthly financial reports/statements for the Executive Director and Boards of Directors.
- Updates and maintains financial books and records, including contract records.
- Oversees and performs accounts payable duties including verifying invoices for payment, payment of bills, coding, and maintaining payment records.
- Oversees and performs accounts receivable duties including preparing data for member/contractor billing, preparing invoices, coding, and maintaining invoice records.
- Complies with pertinent State, Federal, and Board financial policies and laws.
- Manages cash reserves and invests funds within established guidelines.
- Plans, coordinates and prepares for financial audits.
- Processes employee expense claims.
- Develops and compiles information for the annual budget preparation in coordination with the Executive Director, Financial Consultants, and Board Budget Committees for the presentation of annual budgets.
- Maintains and records fixed assets and depreciation.

- Prepares closing and adjusting entries for processing reports and financial records as necessary.
- Coordinates with auditors and member agencies.

Human Resources Functions:

- Maintains, organizes and processes employee personnel records, including confidential materials.
- Assists Executive Director with the development and implementation of office personnel policies and procedures.
- Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.
- Administers payroll and benefits and maintains leave records for all employees.
- Administers new hire, leave, and termination actions and maintains documentation.

Office Administrative Support Functions:

- Assists the Executive Director in the development and implementation of policies and procedures relating to the administration of the office.
- Plans, prioritizes, assigns, supervises and reviews the work of staff involved in administrative support functions.
- Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications.
- Develops and issues Requests for Proposals, and participates in the selection of consulting firms related to office administration, finance and Human Resources.
- Coordinates the writing, layout, preparation and mailing of RWA/SGA newsletter.
- Prepares letters, reports, memoranda, records, documents and other items from hand-written or other sources, including proofing.
- Initiates and maintains a variety of files and records of information such as payroll, attendance, budget, contracts, production and cost records.
- Administers office business systems, including but not limited to, office lease, computer equipment, phone system, and website.
- Responds to requests from member agencies and the public as necessary.
- Researches, compiles, and analyzes data for special projects and reports.
- Independently prepares, composes and answers routine correspondence not requiring the Executive Director's personal attention.
- Handles confidential matters.
- Updates and maintains the RWA and SGA websites.

Board Functions:

- Serves as Secretary and Treasurer to the Regional Water Authority and the Sacramento Groundwater Authority Boards of Directors.
- Oversees preparation and finalization of minutes of Board meetings, committee meetings, and other meetings as requested.
- Oversees maintenance of organized records of Board meetings, including resolutions, actions and minutes.
- Prepares Board meeting agendas and associated information packets; coordinates finalization of agenda with Executive Director, Board Chair, and legal counsel; posts and distributes Board meeting materials pursuant to legal requirements, including the Brown Act.
- Plans, organizes and oversees special events such as the annual Holiday social event and other events as requested.
- Builds and maintains positive work relationships with co-workers, Boards of Directors and the public using principles of good customer service.

Other:

- Performs other duties as delegated, assigned or required.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of administrative procedures.
- Personnel practices and procedures including salary and benefit administration.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinance and rules.
- Board meeting protocol and procedures and the Brown Act.
- Bookkeeping and financial tracking and processing practices.
- Modern office methods, procedures, and equipment and business letter writing.
- Computers and word processing, spreadsheet, and database software applications.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Organize implement and direct administrative and human resource operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Develop and recommend policies and procedures related to assigned programs.
- Supervise, train and evaluate assigned staff.
- Understand the organization and operation of the Regional Water Authority, the Sacramento Groundwater Authority and of outside agencies as necessary to assume assigned responsibilities.
- Assist in the development and monitoring of budgets.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- Work independently in the absence of supervision.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Understand and carry out oral and written directions.
- Take, transcribe, and distribute Board minutes.
- Effectively and efficiently support the Executive Director.
- Accurately process accounts payable and accounts receivable.
- Perform administrative support work directly related to the management or general business operations of the employer.
- Exercise discretion and independent judgment.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE AND TRAINING:

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 maintaining a variety of financial and fiscal records, including preparing and administering a budget, preparing and processing payroll and processing accounts payable and receivable; including one year providing technical and functional supervision over assigned personnel.

Training:

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

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date