

REGIONAL WATER AUTHORITY

Finance and Administrative Services Manager I/II

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, direct, manage and review the financial and accounting operations of the of the Regional Water Authority and Sacramento Groundwater Authority; to administer human resource functions; to ensure that general office administrative support is provided; and to serve as Board Secretary and Treasurer.

The Executive Director, Finance and Administrative Services Manager and Manager of Technical Services make up the management team of the Authorities.

DISTINGUISHING CHARACTERISTICS:

The Finance and Administrative Services Manager I is the first management level and is distinguished from the II level by the latter is required to possess certificate as a Certified Public Accountant.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

Exercises direct supervision over assigned administrative support personnel.

ESSENTIAL JOB FUNCTIONS:

- Develops, plans and implements goals and objectives; establishes performance standards and methods for the performance of financial, human resources and administrative duties; develops and implements policies and procedures.
- As part of the Authority's management team, assists in the development and implementation of the mission and vision of the Authority.
- Plans, organizes, manages and participates in the Authorities' accounting, accounts receivable, accounts payable, payroll, journal entry, member/contractor billing and general ledger activities.
- Assists in the development and implementation of RWA's core and subscription projects and programs
- Supervises and participates in the development and administration of the Authorities' budgets; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures;

- implements mid-year adjustments; presents budget to Executive Director and Budget Committee.
- Selects, trains, motivates and evaluates staff; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.
 - Prepares letters, reports, memoranda, records, documents and financial reports.
 - Updates and maintains financial books and records, including contract records.
 - Ensures assigned activities comply with pertinent State, Federal, and Board financial policies and laws.
 - Implements new Governmental Accounting Standards Board (GASB) requirements imposed by state and local governments in the United States.
 - Maintains awareness of costs and future projections for escalating costs associated with CalPERS Retirement and other Post-Employment Benefits.
 - Manages cash reserves and invests funds within established guidelines.
 - Plans, coordinates and prepares for financial audits.
 - Maintains and records fixed assets and depreciation.
 - Prepares closing and adjusting entries for processing reports and financial records as necessary.
 - Initiates and maintains a variety of files and records of information such as payroll, attendance, employee personnel records, budget, contracts, production and cost records.
 - Administers payroll and benefits and maintains leave records; administers new hire, leave, and termination actions and maintains documentation.
 - 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 and maintains the official records of Board meetings, including resolutions, actions and minutes.
 - Evaluates operations and activities of assigned responsibilities; recommends improvements, modifications, policies and procedures.
 - Develops and issues Requests for Proposals, and participates in the selection and oversight of consulting firms related to office administration, finance and human resources.
 - 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.
 - Handles confidential matters.
 - Updates and maintains the RWA and SGA websites.
 - May represent the Authorities on committees and outside organizations as necessary.
 - Builds and maintains positive work relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
 - Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Generally accepted accounting principles and financial reporting.
- Principles and practices of internal controls.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- 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 development and administration.
- Pertinent local, State and Federal laws, ordinance and rules.
- Board meeting protocol and procedures and the Brown Act.
- Technical and financial report writing.
- Modern office methods, procedures, and equipment.
- Computers and word processing, spreadsheet, and database software applications.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, direct, organize and implement financial, human resources and administrative 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.
- Evaluate staff performance and make recommendation for improvement and professional development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively develop and administer the Authorities' budgets.
- Develop and recommend policies and procedures related to assigned programs.
- Understand the organization and operation of the Regional Water Authority, the Sacramento Groundwater Authority and of outside agencies as necessary to assume assigned responsibilities.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.

- Interpret and explain Federal, State, local and Authority policies, procedures, laws and regulations.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Perform administrative support work directly related to the management or general business operations of the employer.
- 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 performing professional accounting and financial duties; including two years or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in accounting, finance, 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.

Finance and Administrative Services Manager II: Possession of certificate as a Certified Public Accountant by the State of California Board of Accountancy.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date