



Job Classification

Title: Finance Manager
FLSA: Exempt
Job Code: 119

POSITION OVERVIEW

Under general direction, leads, coordinates, and participates in a variety of complex financial analyses; prepares key financial or technical reports; performs the more complex duties related to budget preparation, monitoring, and financial reporting; and may provide supervision to professional, technical, and clerical staff; prepares financial and statistical statements in accordance with generally accepted accounting principles (GAAP) and governmental accounting standards; assists in auditing agency funds and accounts; may lead, train and provide work direction to assigned staff, and performs related duties as required.

OVERSIGHT

Supervision Received: from the Chief Financial Officer

Supervision Given: to the Accounting Technician

ESSENTIAL FUNCTIONS

The Finance Manager is an advanced-level professional classification in which the incumbent is expected to perform the full scope of accounting duties with minimum supervision. Successful performance requires a thorough knowledge of governmental accounting procedures and the ability to exercise sound independent judgment.

- Prepares payroll, ledgers, registers, journals, and analyses; Federal and State payroll reports and PERS payroll reports; maintains and distributes pension records and reports; reconciles and prepares monthly benefit invoices; prepares employee W-2s for submittal to IRS.
- Maintains various ledgers, registers, and journals according to established account classifications.
- Reviews and approves the accounts payable records prepared by the Accounting Technician for vendor payments (AP checks, credit card payments).
- Coordinates the maintenance of accounts receivable records, the preparation and monitoring of billing invoices, and the posting of payments to appropriate accounts.

- Reviews monthly invoice from Metropolitan Water District for accuracy and ensures timely payment.
- Maintains proper accounting and reconciliation of the general ledger and corresponding balancing accounts.
- Researches and analyzes general ledger revenue, expenditure and balance sheet accounts, and answers questions regarding account status and the proper coding of transactions.
- Prepares and processes bank deposits; maintains daily cash flow records for the District; prepares monthly bank reconciliations for CFO review.
- Coordinates maintenance of hydroelectric revenues and comparisons with energy billings.
- Maintains and analyzes financial records for special projects and reports; monitors construction and bond payments by bank trustees.
- Prepares monthly financial reports and staff memos for the Board to review and approve (Budget Status Report, Change in Cash, Treasurer's Report, Warrant List).
- Presents information at Board of Director's meetings.
- Coordinates maintenance of fixed asset records by the Accounting Technician.
- Participates in the preparation of the annual district budget; gathers data and prepares reports as needed.
- Monitors and records investment activity; updates and analyzes monthly cashflow estimate data and reviews with the CFO to determine the District's cash requirements.
- Assumes lead role scheduling and coordinating with the District's audit firm for the interim and year end audits; compiles, prepares, and analyzes a variety of statistical and financial reports as required; prepares closing schedules and gathers all necessary information and reports for the annual audit; ensures all auditor requirements and requests are completed on time; participates in the preparation of the Annual Comprehensive Financial Report.
- Prepares interim and year-end analytical review; prepares Management's Discussion and Analysis.
- Prepares the annual Special District's Financial Transaction Report and the Local Government Compensation Report as required by the California State Controller's Office.
- Serves as technical liaison regarding accounting software; analyzes problems, answers questions, reviews system security, prepares reports and resolves problems with software

vendor.

- Prepares the required reports for the District's Financing Corporation.
- Coordinates with the HR/Risk Manager on adding, updating, changing and verifying employee statuses, benefits and salaries in the payroll software system; prepares and furnishes payroll information as needed; provides assistance with payroll questions.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Generally accepted accounting principles; governmental accounting, auditing, and financial reporting practices, writing and proper English usage, spelling, grammar, and punctuation; common Microsoft business computer applications such as Word, Excel, PowerPoint, SharePoint, Teams and the Internet. Experience with the Caselle accounting software is desirable.

Ability to: Maintain and balance a variety of financial records, ledgers and accounts; perform a variety of financial and statistical analysis and record keeping support; assist with the preparation of financial reports; interpret and apply pertinent local, State and Federal laws, rules and regulations as related to accounting and payroll; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined:

- Bachelor's degree in Accounting from an accredited college or university.
- 5+ years of progressive and complex technical accounting experience. A CPA License and two (2) years of experience in public accounting may be substituted for four (4) years of experience.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from

others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- None

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	5/30/23
Date approved:	6/7/23

I have received, reviewed, and fully understand the job description for Finance Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.