

VALLEY CENTER MUNICIPAL WATER DISTRICT

MANAGER OF ACCOUNTING/DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATION

DEFINITION

Under general direction of the Director of Finance & Administration, incumbent plans, directs and participates in District financial, accounting, administrative, human resources and business service activities, including customer service, information systems and investment activities. In the absence of the Director of Finance & Administration, or at other designated times, shall serve as the Director of Finance & Administration of the District.

CLASS CHARACTERISTICS

This is an exempt, single incumbent, professional level class responsible for managing all activities and staff related to the accounting division. Incumbent performs the full range and most complex duties to include: writing, implementing and enforcing internal controls; reviewing and recommending improved accounting methods and procedures; managing implementation of financial systems; developing and implementing division goals; performing professional level accounting work. This class is distinguished from the Director of Finance & Administration in that the latter has overall responsibility for Accounting, Treasury, and Billing and Collections, and Data Processing.

ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.

Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; takes disciplinary action; identifies best work practices among assigned staff.

Prepares and reconciles the District year-end trial balance and financial reports; coordinates and oversees annual financial, single and special audits; coordinates and oversees preparation of the Comprehensive Annual Financial Report.

Directs the preparation of the annual budget for a variety of classes of accounts, including the preparation of revenue and expenditure projects, through to the final approval by the Board of Directors.

Designs and maintains computerized water and sewer rate models; determines price structures.

Designs and implements internal audit controls and procedures; develops and implements cost effective computerized solutions for District accounting requirements; develops, reviews and recommends improved accounting methods and procedures.

Assist in managing the maintenance and technical support of the District's computer ERP software. Coordinates and provides assistance in design to consultants on Enterprise Resource Planning (ERP) software modifications to ensure compatibility with existing systems and processes; trains personnel in the effective use of the District's mainframe computer and applicable programs. Directs the implementation of new financial systems.

Assists in the development and implementation of departmental goals, objectives and policies; independently provides professional accounting and computer services related to the accurate recording and reporting of the District financial affairs and operations, in accordance with applicable laws and accounting regulations; manages special accounting projects and performs professional accounting services; may coordinate internal audits.

Manages, directs, oversees, and approves all payroll processing functions, including bi-weekly time card reporting and check generation, payroll reports, and external payroll account payments; directs and reviews special payroll processing, additional payroll payments, and annual payouts.

Reviews and approves payroll journal entries; reviews and assists with reconciliations and provides necessary documentation; researches and resolves payroll, pension, and quarterly and year-end tax-reporting discrepancies; reviews supporting documentation to ensure proper authorization and conformance with agreements, contracts, and state and federal regulations.

Advises management on current principles, practices and methodology in the accounting and finance field; adjusts or recommends changes to District's policies and procedures, accounting practices and manuals accordingly.

Assists Director of Finance in the management of the District investment portfolio; reviews and approves investment journal entries; reviews and approves monthly financial statement and treasurer's report.

In the absence of the Director of Finance & Administration, or at other designated times, will act as the Director of Finance & Administration.

Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge and Skills

Knowledge of: Principles and practices of leadership and employee supervision, including planning, evaluation, discipline, and the training of staff in work procedures; principles, practices and terminology of general, fund and governmental accounting, auditing, and generally accepted accounting principles; payroll and timekeeping principles and best practices; internal control and audit principles and practices; Federal, state, and local laws, codes, and regulations in assigned areas of responsibility; principles and practices of computer accounting applications, accounting procedural systems, and related internal controls; budgetary principles, practices, and terminology; modern equipment and communication tools used for business functions, including proficient use of Windows based personal computers and network systems; popular spreadsheet and word processing applications typically used in accounting applications.

Ability to: Plan, organize, administer, review and evaluate accounting and related activities; select, train, motivate and evaluate assigned staff; review and verify the accuracy of financial data and information and associated legal documents; analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations; prepare, administer, and monitor a division/department budget; prepare clear, concise and complete financial reports and other written correspondence; understand, interpret, and apply all pertinent laws, codes, regulations, policies, procedures, and standards relevant to work performed; perform complex arithmetic calculations; recommend improved accounting methods and procedures; interpret complex financial rules, regulations and ordinances; exercise sound, independent judgment within established policy guidelines; communicate clearly and concisely; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

Education, Experience, License and Certification Requirements

Education: Equivalent to a Bachelor's Degree from an accredited college or university in Accounting, Finance or closely related field.

Experience: A minimum of five years of professional level public accounting experience, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: California Class C Driver's License, Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) and/or a graduate degree in Business Administration or Management are highly desirable.

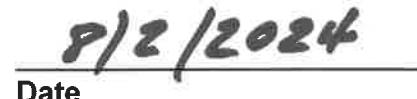
PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. The incumbent may occasionally be required to climb, balance, stoop, kneel, crouch, and crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment: Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly under typical office conditions, and the noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:


General Manager
Date