



Classification Unit:	Management/Confidential/Professional
Last Revision:	October 2020

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## FINANCE MANAGER

*The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*

### **Definition**

Under general/administrative direction of the Assistant Manager, the Finance Manager plans, organizes, and directs the financial, accounting, water supply accounting, customer account support, and related administrative and reporting functions of the District; assists the General/Assistant Manager with the protection of District assets and the maintenance of budget and internal process controls; manages the annual audit process; performs the most complex accounting functions;.

### **Supervision Received and Exercised**

General and administrative direction is given by the Assistant Manager. Direct supervision is provided to the finance and accounting staff and the Water Office personnel.

### **Essential Functions**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the classification.

- Serves as the and Controller and Water Office Manager for the District.
- Formulates and directs the implementation of departmental goals, objectives, priorities, and policies for diverse activities.
- Plans, organizes, directs, and manages District financial, accounting, investment, and related administrative activities.
- Directs and reviews the activities of the Finance Department and Water Office.
- Provides advice and consultation on the development of District financial resources, programs, and policies.
- Coordinates details of outside audits of District financial records (e.g. United States Bureau of Reclamation, State of California, IRS, etc.).
- Plans, organizes, directs activities related to the annual preparation of the Comprehensive Annual Financial Review.
- Organizes and maintains the water supply inventory schedules and supports the General/Assistant Manager in related analysis and monitoring.
- Assists the General/Assistant Manager with long range financial planning, protection of District assets, and development and maintenance of budget controls.

- Develops and maintains a fully integrated Management Information System, ensuring the availability of necessary financial and statistical information.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists the General/Assistant Manager with the analysis, preparation, presentation, and monitoring 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 for both internal and external use
- Manages Water Office functions and customer matters consistent with General Manger direction and Board Policy.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Acts as liaison between the District and the US Bureau of Reclamation and San Luis Delta Mendota Water Authority in regard to financial matters.
- Reviews and provides advice on existing policies, State and Federal laws and policies affecting operations, particularly as they relate to Public administration.
- Serves as a liaison with vendors, contractors, and debtors.
- Assumes responsibility for the proper investment of District funds on a day to day basis consistent with District policy.
- Analyze, evaluate, and develop complex financial studies and economic projections.
- Perform special cost studies, evaluations, and other projects as directed.
- Respond to and resolve financial issues involving the District and other agencies.
- Represents the Districts at meetings and conferences as delegated.
- Performs related duties as assigned.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Cost estimating and contract administration.
- Principles and practices of management and personnel administration

#### **Ability to:**

- Plan, organize, coordinate, and direct the financial, budgeting, management information systems, investment, and risk management functions of the District.
- Provide supervision, training, work development, and evaluations for District finance and accounting and water office staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals.

- Oversee the preparation of financial reports and statements.
- Conduct performance audits of District services and functions.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide advice and consultation to the General/Assistant 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.
- Utilize a broad range of management skills, including solid interpersonal and leadership capabilities, to direct a wide variety of policies and procedure through subordinate supervisor for professional and technical personnel.
- Responds with flexibility, sound business judgement, objectivity, integrity, and constructive application of new trends in organizational culture and changing economic realities
- Anticipate problems, develop new approaches and make innovative changes in work methods, techniques, and procedures to effectively utilize all available resources.
- Develop and maintain effective working relationships with management, subordinates, the general public, and governmental representatives.
- Collect, organize, interpret and evaluate a variety of information and data.
- Use modern office equipment, computer systems and software packages.
- Communicate effectively orally and in writing.

### **Typical Physical Activities**

- May occasionally travel by airplane and automobile in conducting District business.
- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Environmental Factors**

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

### **Desirable Qualifications**

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

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

Experience: Broad and extensive work experience that included performing financial analysis, accounting, management information system development, budgeting, and risk

management work with at least two years of the experience in a management or supervisory capacity.

Education: A Bachelor's degree in Business Administration, Finance, Accounting, or closely related field from an accredited college or university is highly desirable.

**License Certificate Registration Requirement**

Driver License: 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.

Approved: 10/28/20

/s/ Jeff Cattaneo  
District Manager

