



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Financial Manager
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GENERAL PURPOSE

Under general direction, plans, organizes, directs, and implements financial strategies; plans, organizes, and manages the District's financial affairs, including but not limited to one or more areas of financial planning for budgeting, rate setting, treasury and debt management, capital projects, accounting, project accounting, payroll accounting, and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating financial processing, reporting, and record-keeping activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include overseeing day-to-day activities and providing professional-level support to the Assistant Chief Financial Officer or Controller. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Chief Financial Officer or Controller, as assigned. Exercises direct supervision over professional and technical support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

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; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes

disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Analyzes, develops, and reviews reports of findings, evaluates alternatives, and makes recommendations involving a broad range of revenue, financing, and financial management issues.
- Recommends policy and procedural improvements.
- Plans, organizes, controls, integrates, and evaluates the work of assigned programs, functions, and programs in the Finance Department.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When Assigned to Budget, Rates, and Analysis:

- Plans, organizes, and coordinates the District's budget research and development process; maintains budgetary control records; performs budget monitoring and performance analysis.
- Assists with the development and implementation of budget calendar and engagement and outreach plan.
- Assists with the District's year-end financial reporting process, participates with the District's annual financial audit and preparation of the Annual Comprehensive Financial Report.
- Coordinates and participates in the preparation of the operating and capital budgets; reviews expenditures in accordance with budget practices; assists in monitoring and controlling budget activities.

When Assigned to Debt, Treasury, and Special Funding:

- Prepares documents, presentations, and agenda reports for Board and Committee meetings; presents information regarding District's investment portfolio, debt portfolio, special funding activities, or related subjects.
- Manages the District's debt portfolio, treasury, investments, and cash flow.
- Leads a variety of special projects to support the District's operations or cash management related to investments and debt instruments.
- Manages staff responsible for the District's banking activities including wire transactions, inquiries, and liquidity position.
- Assists with the District's year-end financial reporting process, participates with the District's annual financial audit and preparation of the Annual Comprehensive Financial Report.

When Assigned to Accounting Operations and Project Accounting:

- Reviews, processes, approves, and posts journal entries including, but not limited to, cash receipts, purchase cards, electric and gas accruals and monthly recurring entries. District investments and payments, fixed assets, encumbrance funding entries, reserves, debt principal and interest payments; reviews project accounting reconciliations; reviews and approves closures, transfers, and miscellaneous entries.
- Assists with preparations for the Annual Comprehensive Financial Report (ACFR), financial statements, and Schedule of Expenditures of Federal Awards (SEFA); performs grant tracking, grant, note, investment, and debt reconciliations, and prepares project accounting metrics.
- Reviews and approves daily cash analysis reports and monthly accounting reconciliations. Manages the cash receipts processing, accounting and reporting operations including the safeguarding of District cash. Uploads the annual budget and generates monthly financial reports to/from the accounting system. Evaluates and resolves accounting system errors related to general ledger interfaces and budget uploads. Assists with requested information during the annual audit.
- Performs related duties as assigned.

When Assigned to Payroll:

- Manages, directs, oversees, and approves bi-weekly payroll processing, tax, pension, government, and legal reporting, payroll reports, and external payroll account payments; directs and reviews special payroll processing, additional payroll payments, and annual payouts.
- Evaluates and resolves HR/Payroll system errors and pension and tax reporting errors; submits service requests to system vendors; coordinates HR/Payroll system

upgrades, new requirements, and implementations; participates in system testing and works with system vendors.

- Reviews, approves, posts, and uploads 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.
- Prepares supporting information in preparation of the Annual Comprehensive Financial Report (ACFR).
- Performs related duties as assigned.

Continuous Improvement Duties:

- Applies continuous improvement principles in the deployment of branch and department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the division, department, or branch.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team

interaction to ensure teamwork is conducted smoothly.

- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Payroll and timekeeping principles and best practices.
- Principles and practices of general, fund, and governmental accounting, including financial statement preparation.
- Principles and practices of cost and fixed asset accounting.
- Internal control and audit principles and practices.
- GAAP, GASB, and GFOA accounting standards and requirements.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- District operations and functions and associated financial management issues.
- Organization and functions of a public Board of Directors.
- Record keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Finance Division and the District.
- Prepare, administer, and monitor a division/department budget.
- Evaluate financial programs and make recommendations for improvement.

Eastern Municipal Water District

Job Title: Financial Manager

Last Update: May 2022

- Prepare clear, concise, and comprehensive financial and treasury statements, correspondence, reports, studies, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

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

- Five (5) years of progressively responsible professional finance and accounting program experience, of which two (2) years is in a supervisory capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, financial management, or a related field.

Licenses/Certifications:

- License as a Certified Public Accountant highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Financial Manager
Last Update: May 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>May 6, 2022</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Financial 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 Number: _____

Employee Signature: _____