



# Ross Valley Sanitary District Finance Supervisor

## **DEFINITION**

Under general direction, the Finance Supervisor performs difficult and complex duties in support of District financial, accounting, and budgetary functions, oversees the day-to-day operations of the District's accounting and financial section; is responsible for administration of payroll and benefits; and performs other tasks as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey and professional level classification that functions with a high degree of independence to provide a broad range of highly responsible fiscally administrative and analytical services to the District requiring the ability to coordinate multiple and concurrent activities independently while exercising discretion for confidential matters.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a higher-level supervisor or manager. May provide direct supervision to others.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Plan, prioritize, and review the work of staff assigned to perform a variety of accounting and financial duties.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Perform and oversee a broad range of highly responsible fiscal analysis, accounting, and financial systems support functions; track and manage project, program, and department budgets.
- Research and analyze a variety of data; assist with the preparation and presentation of fiscal, policy, or program reports, assessments and recommendations; administer payroll, retirement, leave, and workers' compensation benefits; prepare monthly and annual financial reports and accompanying notes; and ensure compliance reports and functions and policy and procedural assessment and development.
- Participate in and may direct the maintenance of general ledgers, various schedules, bank and fund reconciliations, adjusting entries, daily cash management and bank reconciliation; the preparation of financial reports, fiscal forecasts, fee and rate

schedules, accounts receivable and payable, requisitions and purchase orders, month and year-end accounting procedures, and other accounting processes and activities as necessary to oversee the fiscal operations of the District.

- Review, analyze, and forecast assessment district tax increment revenues.
- Resolve technical questions and provide interpretations of County, State, Federal, GASB, government circulars, grantor, and regulatory body directives and regulations regarding accounting processes, fiscal controls, reporting requirements, and the maintenance of District fiscal records.
- Conduct analytical studies of fiscal operations, budget preparation and control, staffing patterns, contract, and personnel management; collect and analyze data from a variety of sources including district and external records, report, document, informational surveys, and contracts; develop and present written and verbal reports and recommendations for appropriate action based on an analysis of gathered data; responsible for management of assigned fiscal programs.
- Prepare forecasts, schedules, narratives, staff reports, and other documentation for district budgets based on analysis of data collected including impact on service levels and operations and/or information required by funding source; assist in the development of fiscal procedures and internal controls; control assigned purchases and expenditures; review financial data on an ongoing basis to assure conformance with established guidelines; may conduct cost/benefit studies and recommends changes to procedures or operations based on results of these studies.
- Review and make recommendations concerning bid proposals and agreements; monitor adherence to, prepare and submit reporting for contract compliance with Federal, State, and local reporting and compliance requirements.
- Research operational and fiscal requirements and feasibility for specific grant proposals; prepare financial submission for grant applications and subsequent follow-up documentation; ensure grant and contract budget and reporting compliance; prepare and submit grant and contract reporting and filing documents and schedule.
- Prepare monthly and annual financial reports, notes, and schedules; work with external auditors in the planning and conduct of annual audits and/or the audits of various programs and grants. May have to interpret terms of various bond ordinances and covenants and other agreements of contracting entities in order to fulfill accounting requirements.
- Administer payroll and retirement, Workers' Compensation, and disability benefits; integrate benefits with accrued leave benefits.
- Review present and pending legislation and report to District on potential implications; suggest policy and procedural implementation actions in response to changes in regulatory or legislative requirements, ensure compliance with GASB, governmental circulars, grant requirements, internal controls, prudent fiscal procedures, bond reporting and compliance, and budget compliance.
- Assist management to obtain financing for District projects by preparing for the issuance of bonds, obtaining grants, and arranging for low interest loans from other sources.
- Participate in the processes of bond sales from intent to issue to closing, including

working with bond counsel, bond attorneys, financial advisers and other public agencies wishing to issue public debt.

- Analyze fee schedules and rates; prepare documentation for annual and special fee hearings including staff report, schedules, and supporting documentation; research changes in legislation related to fees and rate schedules; and track actual costs associated with the development of fee and rate schedules.
- Oversee and participate in analytical studies of organizational, budgetary, and fiscal issues or concerns and recommends improvements in methods and procedures; the preparation of District budgets and fiscal forecasts; review and analyze program and project budget requests for conformity with district strategic initiatives and budget policy.
- Develop and install fiscal improvements and practices in the District through the use of research and analysis; make decisions on procedures, forms, workflow and equipment use; prepares and/or supervises the preparation of operating manuals, organization, and workflow charts where appropriate.
- Participate in the recruitment, selection, and training of staff; organize and coordinate payroll activities of the District.
- May represent the District before governmental agencies, with auditors, at trade organizations, and community groups; may provide staff support for the Finance or Human Resources Committees.
- Conduct analytical studies of administrative and operational activities including fiscal operations, budget preparation and control, equipment usage, staffing patterns, workflow, space utilization, office automation, facilities, contract, and personnel management.
- Research and analyze a variety of data; develop and present fiscal, policy, or program reports, assessments, and recommendations.
- Provide fiscal support for capital project managers and senior management.
- Oversee day-to-day management of the District's computerized accounting system and financial software; assist in sourcing additional resources and upgrades for system improvements.
- Take necessary actions to address compliance issues.
- Research and gather information to complete forms and reports.
- Perform other duties as needed.

## **REQUIREMENTS**

### **Knowledge**

- Principles and practices of technical and functional supervision.
- Principles, methods, terminology, and practices of public agency accounting, budget preparation, and financial record keeping and analysis.
- Generally Accepted Accounting Principles (GAAP), auditing, internal controls, and reporting requirements; Government Accounting Standards Board (GASB) proclamations and applicable circulars.
- Principles, practices, and methodology of research and analysis for fiscal and accounting operations.

- Use of standard office equipment.
- Federal and state regulations governing financial management of special districts.
- English language, vocabulary, spelling, grammar, and punctuation; letter and report preparation.
- Standard and advanced business arithmetic as applied to accounting, fiscal operations and financial analysis.

### **Skills and Abilities**

- Organize, assign and review the work of staff engaged in accounting and financial duties.
- Expert in use of Microsoft Office Suite and financial software.
- Analyze a variety of data, synthesize related material and issues, provide schedules and reports that clearly communicate process and conclusions, and make rational recommendations based on the data accumulated and the particular situation at hand.
- Communicate effectively, both orally and in writing, with those contacted in the course of work.
- Prepare, maintain, analyze financial and accounting records.
- Make calculations.
- Interpret financial data and make recommendations.
- Explain and enforce District policies and procedures.
- Maintain productive working relationships with District staff and representatives of external agencies.
- Proficient in use of standard office equipment.

### **Interpersonal Skills**

- Collaborative problem identification and solution development.
- Communication that maintains productive working relationships and facilitates a useful exchange of information.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education and experience that provides the knowledge, skills, and abilities required for this position. A typical way of obtaining the required qualifications is to possess the equivalent of:

- Bachelor's Degree from an accredited four-year colleg with major course work in accounting, finance, public administration, or a closely related field.
- Five years of increasingly responsible accounting and financial analysis experience, preferably in a public agency.

### **Licensing, Certification, and Registration**

Possession of the following licensures, certifications, and/or registrations:

- California Certified Public Accountant (CPA) from the California Board of Accountancy; or Chartered Financial Analyst (CFA) from the Chartered Financial Analyst Institute; or

Certified Public Financial Officer (CPFO) from the Government Financial Analyst Association.

- Must possess a valid California Driver's License Class "C", have a satisfactory driving record, and continue to meet District's insurance company's driving standards.

Failure to maintain these standards may result in loss of employment.

**PHYSICAL WORKING CONDITIONS**

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

Positions in this class typically require:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a keyboard.

Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer keyboard to enter and retrieve data. Acute hearing is required when providing telephone and personal service. Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required.

The noise level in the work environment is quiet to moderate.

**Pre-employment Requirements**

No pre-employment drug testing or physical examination required. A background check is required.

FLSA Status: Exempt  
Employment Status: Unrepresented; Confidential  
Approved by: Ross Valley Sanitary District Board of Directors  
Date: September 18, 2019