
BORREGO WATER DISTRICT

Job Description

DATE: January 1, 2020

POSITION TITLE: Finance Officer

FLSA STATUS: Exempt

GRADE LEVEL: 6

Job Summary:

Under the General Manager's direction, the Finance Officer plans, organizes and directs the financial, accounting, Human Resources (HR), Risk Management and related administrative functions of the District. Assists the General Manager with the protection of District assets and maintenance of budget controls; performs the most complex accounting functions and invests District funds.

Reports to / Supervision Received:

1. Manager: General Manager
2. Direct Supervisor: General Manager
3. Indirect Reporting Relationship: N/A

Essential Functions:

1. Serve as the Finance Officer of the District.
2. Plans, organizes, directs and manages District financial, accounting, investment, HR and related administrative activities.
3. Provides advice and consultation on the development of District financial resources, programs and policies.
4. Assists the General Manager with long range financial planning, protection of District assets and development and maintenance of budget controls.
5. Directs the development, preparation and presentation of financial reports and statements.
6. Administers the District insurance and risk management functions.
7. Responsible for gathering and distribution of financial data and projections for the preparation of the District Budget.
8. Oversee the annual audit process.
9. Maintain fixed asset program.
10. Responsible for all payroll data entry/reports and reconciliations.
11. Responsible for the total administration of CalPERS.
12. Set-up and maintain personnel files for all employees.
13. Maintain and update Job descriptions and the Performance Review Program.
14. Reviews and authorizes the payment of invoices.
15. Review all annual evaluations of staff.
16. Perform other duties as assigned.

Knowledge, Skill and Experience:

1. Minimum Education (or substitute experience) required:

Completion of a bachelor's degree in Finance or an equivalent of ten years of combined financial accounting, HR/payroll and supervisory experience.

2. 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.
- Risk management and insurance.
- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action and employer-employee relations.
- Principles and practices of personnel administration.

3. 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 administrative staff.
- Coordinate District budget development and fiscal controls.
- Maintain ledgers and journals.
- Prepare financial statements and reports.
- Oversee annual 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 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.

Physical Job Description

Job Title:	
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Office environment
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Key Board, calculator, hole punch, typewriter, stapler, laminator, copy machine, postage machine, fax machine, telephone
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Lifting file boxes

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs			x			Reach over shoulder			x		
11-20 lbs			x			Reach over head		x			
21-50 lbs		x				Reach outward				x	
51-100 lbs	x					Climb		x			
Over 100 lbs	x					Crawl	x				
						Kneel		x			
Pushing/Pulling						Squat					
Under 10 lbs				x		Sit					x
11-20 lbs			x			Walk-Normal Surfaces				x	
21-50 lbs		x				Walk-Uneven Surfaces			x		
51-100 lbs	x					Walk-Slippery Surfaces		x			
Over 100 lbs	x					Stand				x	
						Bend			x		
Driving											
Automatic Trans	x										
Standard Trans	x										
Other											
Keyboard/Ten Key				x							
Fingering (fine dexterity)					x						
Handling (grasping, holding)				x							
Repetitive Motion - Hands					x						
Repetitive Motion - Feet		x									

XXXX, Finance officer

Date

Geoff Poole, General Manager

Date