

## **General Manager (Independent Contractor)**

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**PAY RATE and HOURS:**

Hourly Rate, To Be  
Negotiated Based on  
Qualifications; 15-30  
hours/month

**OPENING DATE:**

02-20-2019

**CLOSING DATE:**

04-15-2019

**SUMMARY DESCRIPTION:**

Manages all accounting and finance activities and operations for the Diablo Community Services District, a California public agency, including budgeting, general ledger, accounts payable, accounts receivable, purchasing, outside agency reporting, and other finance-related services and activities as assigned by the Finance Commissioner. Maintains the District's website and interfaces with the webhosting company under the direction of the Board Vice President. Provides complex administrative support to all five Directors of the Board. Attends all Board meetings as Sergeant at Arms.

**REPRESENTATIVE DUTIES:**

*The following duties are typical. The contractor may not perform all of the duties exactly as listed and/or may be required to perform additional or different duties from those set forth below to address current and changing Board needs.*

- Maintain the District's detailed accounting records using agreed to accounting software. Prepare all financial reports for meetings, manage cash flow, and manage bank accounts.
- Manage all Accounts Payable, Accounts Receivable and Purchasing functions for the District. Audit all invoices and get approvals from appropriate Board members before releasing payments.
- Work with the Finance Commissioner to define financial reports required by the Board.
- Schedule and manage annual external audit. Work with the Finance Commissioner to select external auditors and to prepare the presentation to the Board.
- Work primarily with the Finance Commissioner, and other Board members to prepare the annual and 7-year budget. Ensure compliance with the State of California and Contra Costa County regulations-
- Prepare and file all necessary financial and other reports with the State, County, and IRS. Coordinate directly with agencies as necessary.
- Work with the Board Vice President to maintain the District's website in accordance with District information requirements and plans, keeping its content and operation compliant with State law.
- Act as interface to the webhosting company to manage contracts for software and stay current with new features and functions to support the District's needs.

- Coordinate with the Sheriff's Department regarding acquisition of new vehicles, and equipment, including computers for the vehicle and office, when requested by the Security Commissioner.
- Work with the Roads Commissioner on matters regarding roads, bridges, culverts, vegetation, signage and street markings. This includes assistance with project bids, publication of notices to contractors and effected residents, and preparation of reports for the Board as requested.
- Ensure contractors performing work for the District meet State guidelines and provide the District with a copy of their insurance certificates, with the District added as an additional insured.
- Negotiate and manage all insurance policies; e.g., General Liability, Excess Liability, Directors and Officers Insurance. Provide insurance carriers with requested financial information to comply with annual audits.
- Maintain all District records in accordance with the District's record retention policy.
- Organize and maintain Board Resolutions per records retention policy both online and in hardcopy form. Draft needed Resolutions in conjunction with the General Counsel when necessary.
- Attend all District Board meetings, generally once per month. Act as Sergeant at Arms.
- Assist the Board Secretary in preparation and distribution of meeting packages to the Board. Work with the Board Secretary to finalize and post meeting agendas and minutes as required by law.

**REPORTS TO:** Board Vice President

**EDUCATION/EXPERIENCE/QUALIFICATIONS:**

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration, or related field.

**License or Certificate:** Certification as a Certified Public Accountant (CPA) is desirable.

**Experience:**

- Five years of professional experience in finance/accounting environment. Accounting software expertise is required.
- Experience with public agency and community service district financial and reporting requirements is not required but is a significant plus.
- Technical expertise at a level to manage and maintain a website is required.
- Superior organizational skills are essential.
- Ability to communicate clearly, concisely, both orally and in writing.
- Establish and maintain effective professional working relationships with those contacted in the course of work.

**WORKING ENVIRONMENT:** No physical office will be provided for day-to-day work. The District will furnish physical meeting space as necessary e.g., when meeting with individual Board

members, public agency interfaces, or contractors is required. The District has sole discretion for location and times. The District shall not be obligated to reimburse any direct expenses, communication charges, and/or reproduction costs without the written permission from the Board Vice President.

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## **SUBMISSION OF APPLICATION**

*Please send resumé or detailed statement of relevant experience to the Diablo community Services District as follows:*

VIA EMAIL: [generalmanager@diablocsd.org](mailto:generalmanager@diablocsd.org)

—OR—

MAIL TO: GM Application, Diablo Community Services District, PO Box 321, Diablo, CA 94528-0321