



SUMMARY

Under direction, plans, organizes, and manages major Finance functions and activities, including budget development, management reporting, and operational Finance functions such as payroll, accounts payable and receivable, and procurement; assists in coordinating assigned activities with other District departments and outside agencies; provides highly responsible and complex professional staff assistance to the General Manager, and leadership team; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct management over lower-level Finance and accounting staff including managing day to day activities.

DISTINGUISHING CHARACTERISTICS

The Finance Manager is responsible for directing the District's budgeting, financial reporting, and operational Finance functions under the direction of the General Manager. The role also provides financial analysis and reporting to management, Committees, and the Board of Directors. The position oversees key Finance operations, including payroll, accounts receivable, accounts payable, procurement, and related administrative functions. Successful performance requires independent judgment, initiative, and the ability to provide leadership and direction to Finance staff while ensuring departmental objectives are met. The Finance Manager serves as a key financial advisor to the General Manager and District management, providing expert analysis, recommendations, and guidance to support informed decision-making, fiscal responsibility, and the achievement of District goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Oversees the development, implementation, and administration of the District's annual operating and Capital Improvement Plan (CIP) budgets under the direction of the General Manager, including the preparation of periodic financial forecasts.
- Analyzes and evaluates the District's financial performance, develops and presents financial reports, and provides timely analysis, recommendations, and strategic guidance to District Management; conducts short- and long-term financial forecasting, planning, and modeling to support informed decision-making.
- Develops, implements, and maintains budget and management-reporting related systems and applications with a focus on automation and process improvement.
- Manages and coordinates the preparation of external audits; develops and implements financial related policies and procedures relative to auditor recommendations.
- Oversees the reporting, compliance, and day-to-day administration of the District's pension plan.
- Serves as Finance focal point for systems that impact Finance operations, such as registration software; identifies and resolves system issues that impact Finance operations.
- Manages the District's treasury functions, including cash management, investment activities, cash flow, forecasting, banking relationships, and debt administration.
- Develops, implements, and maintains financial policies in coordination and with direction from the General Manager, procedures, and internal controls to ensure compliance with GAAP, applicable GASB pronouncements, and other regulatory and accounting requirements.
- Oversees the fiscal management of Capital Improvement Plan (CIP) projects by monitoring budgets, funding sources, expenditures, reimbursements, and forecasted spending.
- Prepares or oversees the preparation of financial reports and required filings for regulatory and governmental agencies and responds to requests for information as appropriate.
- Selects, trains, motivates, and evaluates lower-level Finance and Accounting staff; provides or coordinates staff training on Finance-oriented processes and procedures as needed.



- Serves as District representative with external organizations in relation to Finance matters; attends and/or speaks at meetings, community and professional functions, and conferences, as assigned.
- Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records.
- Administers the District's insurance program, including policy renewals, certificates of insurance, and communications with insurance providers.
- Conducts research, evaluates results, and prepares detailed analyses, reports, presentations, and general and technical correspondence.
- Receives and responds to questions and concerns from internal and external customers; identifies issues and resolves problems or refers to another Manager as appropriate.
- Completes special projects as assigned.
- Works collaboratively with internal and external customers.
- Assists with District special events, as needed.
- Performs other duties, as assigned.

QUALIFICATIONS

Education and Experience

Bachelor's degree or equivalent in accounting, economics, finance, business or public administration, or a related field is required **AND Four years of relevant work experience**

OR Four years of relevant work experience. **AND** Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to area of responsibility.
- Principles and practices of budgeting and management reporting.
- Principles and practices of financial and account document processing and recordkeeping, including accounts receivable and accounts payable.
- Business mathematics and financial and statistical techniques.
- Advanced Excel and PowerPoint techniques.
- Principles and practices of providing an elevated level of customer service.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

Ability to:

- Develop, implement, and maintain policies, procedures, work standards, and internal controls for the District and department.
- Manage large and complex budget processes.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan, organize, direct, and coordinate the work of technical and support personnel.
- May serve as the supervisor on duty for the District as necessary.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.



- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Maintain confidentiality.
- Speak effectively in public.
- Research, analyze, evaluate, and implement new methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work
- Make accurate mathematics, financial, and statistical computations.
- Develop, implement, and maintain computer systems and applications, tracking systems, and advanced spreadsheets and databases.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

NA

PHYSICAL DEMANDS

- Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment.
- Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

- Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

- Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

Department of Justice fingerprint clearance.

TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 1010L

FLSA Status: Exempt

Updated 7/5/2026