

## **Rivergrove Water District Job Description**

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Title: **Finance Specialist** Exempt/Non-Exempt: **Non-Exempt**

Reports to: **Water District Manager** Wage Schedule: **Training (1-12 Months) \$18-21 per hr.**

Wage Schedule after training: **\$ DOE** Effective Date **August 30<sup>th</sup>, 2017**

### **GENERAL POSITION SUMMARY**

The primary functions of this position will be responsibility for all office functions, practices and procedures including customer service, complex administrative duties, billing and bookkeeping/accounting. Additional functions include monitoring the fiscal integrity of the District and maintaining financial records. The employee shall be able to follow established policies, rules and procedures adopted by the Board of Commissioners.

**REPORTS TO:** Works under the general supervision and performs additional tasks as assigned by the Water District Manager. Develops and refines a majority of own work routine and is expected to carry assignments through to completion. Is expected to function with independence of action as well as coordinating plans and programs with fellow district employees.

**Essential Functions/Major Responsibilities:** It is not the intent of this description to list every task involved in this position, there will be some duties that are not listed, but are still required to be performed. Essential and other important responsibilities may include, but are not limited to, the following. Finance Specialist will:

- Maintain the District's fiscal accounting system in a manner consistent with current accepted municipal accounting principles and practices in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
- Effectively perform data entry and retrieval, manual/computer accounting functions for accounts receivable and accounts payable, including preparing journal entries, reconciling bank statements, preparing reports and monthly trial balances for all accounts, and managing petty cash.
- Prepare budget report from adequate records detailing all investments, expenditures and revenues for each budget account, and report to the Water District Manager and Commissioners on the District's financial integrity each month.
- Promote effective customer and working staff relations by pleasant and courteous manner while answering telephones and helping customers. In addition take written phone messages for staff when they are not in the office.

- Update the district-billing database with accurate information concerning customer start and final accounts and coordinate the new customer agreement and deposit agreement program.
- Prepare bi-monthly billing mailing.
- Make timely transfers between investment and checking accounts to meet cash flow requirements and prepare daily bank deposits for the District and take those District deposits to the bank.
- Dispatch and receive messages from field personnel.
- Perform weekly payroll tasks including making, distributing and auditing time sheets, data entry, distribution of payroll, report generation/ submission, and paying payroll taxes following the required timelines by the Oregon Department of Revenue and the Internal Revenue Service for Medicare, social security, and state and federal withholding taxes, etc.
- Assist with the annual budget and audit preparations.
- Track all expenditures for loan or grant projects and prepare disbursement requests to proper Federal or State agencies.
- Prepare correspondence to customers concerning account status when past due, for shut offs, and also follow through with collection procedures of the District.

### **Secondary Functions**

- Make decisions on routine issues, office procedures, and initiate new office, billing, customer payment methods, and accounting methods and procedures.
- Update/maintain written instruction on how to perform all essential functions in employee's absence.
- Coordinate work with fellow District employees, Commissioners, Engineer, Attorney, Auditor, and Customers.
- Operate office equipment and if office equipment is not working properly, arrange for repairs and notify the District Manager.
- Act as purchasing agent for office related items.
- Attend functions and continuing education seminars of work related to professional organizations with the approval of the District Manager.
- Attend Board, Budget, Emergency, Workshop, and Safety Committee meetings as needed.
- Assist others as needed.
- Performed other duties as assigned.

### **Supervisory Responsibility**

This position does not have any supervisory role.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### **Knowledge of:**

- District policies, rules, and regulations.
- Generally accepted municipal accounting principles
- Basic principles of the budget process, including Oregon Local Budget law, municipal accounting and fiscal reporting procedures.
- Technical information necessary to perform para-professional duties.
- Modern office practices, filing and index methods and procedures.

- Correct English usage, spelling, grammar, and punctuation.
- Office machines and equipment, including knowledge of personal computer operation, processes, and techniques.
- Principles of letter and report writing.

**Ability to:**

- Determine and set priorities and carry out assignments with minimal supervision.
- Operate computers for the purpose of data entry and retrieval and report generation.
- Compose correspondence on own initiative.
- Prepare accurate accounting reports, statements, and develop financial records in a timely manner. Be bondable with past performance and evidence of integrity.
- Follow, answer questions about, and apply District policies and procedures in person or over the phone.
- Build and maintain positive working relationships with the District staff, Commissioners, and the public
- Deal with the public tactfully and courteously under stressful situations with angry or hostile customers.
- Work independently, with minimal supervision, but also work as a team member cooperatively.
- Use computer software packages such as Work, Excel, PowerPoint, Quickbooks, and the District billing software Continental Utility effectively.
- Be able to sit or stand in one position for prolonged periods, operate, audibly hear, and converse properly on District telephones, lift 25 pounds, and read information on a video display terminal.

**Training and Experience:**

Requires an Associate's degree in Accounting, *AND* 2 to 3 years accounting experience.

*OR*, any equivalent combination of education, training, and experience that would likely provide the knowledge, skills and abilities to successfully perform the essential functions of the position.

Experience working in a municipality or Government Agency preferred.

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Rivergrove Water District Chair

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August 30<sup>th</sup>, 2017  
Date Adopted and Approved