

## **DEPUTY FINANCE OFFICER**

### Definition

Performs a variety of specialized and continuing financial, accounting, and office support duties of a responsible nature, including maintenance of the budgetary accounting system, preparation of payroll, maintenance of accounts payable system, and management of District funds, including investments; as Deputy Finance Officer prepares financial documents; assists General Manager with budget preparation and financial reporting.

### Supervision Received and Exercised

Works under the supervision of the General Manager who assigns duties and reviews work for effectiveness in conformance to established policy.

May exercise supervision over a small number of clerical employees in a variety of tasks.

### Examples of Important Responsibilities and Duties

As Deputy Finance Officer, assists the General Manager in the performance of all financial duties assigned to the Finance Officer by law; prepares periodic financial reports and maintains the District budgetary accounting system; supervises the receipt and disbursement of all monies; monitors District cash flow for investment purposes; balances all checking accounts.

Prepares bi-weekly payrolls; prepares monthly, quarterly, and annual payroll reports for federal and state agencies; maintains payroll records; prepares reports and remittance checks for retirement compensation, payroll taxes, and deferred compensation contributions.

Supervises the maintenance of the accounts receivable system including the water and sewer billing; assists in preparation of utility bills and maintenance of customer account records.

Prepares annual update for property and automobile liability insurance renewal. Process Worker's Compensation claims.

Assists the General Manager in the operation of the purchasing system; reviews purchase requests for conformity to budget, confers with vendors, and works with other staff on purchases; prepares purchase orders and may sign them in the absence of the General Manager; maintains equipment inventory.

Maintains the accounts payable system preparing checks for the disbursement of all funds; makes inquiries on statements from vendors and assures disbursements are for correct purchases; prepares bi-weekly spreadsheet report for board packets; reviews claims presented for payment; date stamps and files copies of checks and invoices; manages cash flow between interest bearing accounts.

Oversees the operation of the Caselle Network, accounting software, and backup software; troubleshoots network problems; contacts outside contractor if necessary.

Maintains special records and prepares reports for all special funds, such as grant funds, and special projects including allocating capital outlay and construction in progress. Assists in lot merger program.

Assists General Manager in the preparation of the annual budget; prepares special financial reports at the direction of the General Manager; calculates year-to-date actual expenses, projections and forecasts utilizing amortization schedule, existing contracts, and anticipated expenditures.

As needed, acts as receptionist for District office answering routine inquiries of the public and receiving payments.

As needed, assists the Administrative Assistant.

Performs related duties as required.

#### Typical Physical Activities

Communicates orally with District management, co-workers and the public in face-to-face, one-on-one settings.

Regularly uses a telephone or radio for communication; uses office equipment such as computer terminals, calculators, copiers and FAX machines.

Sits for extended time periods; hearing and vision within normal ranges.

#### Qualifications

Knowledge of: Thorough knowledge of generally accepted accounting practices and methods, preferably including knowledge of fund accounting practices; knowledge of standard office practices and math; operation of computerized accounting and financial systems including spreadsheets; local area networks.

Ability to: Understand, interpret, and apply the fundamental principles of accounting, related policies and procedures; reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and

documents; prepare financial reports and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; communicate effectively both orally and in writing; prepare concise and accurate reports for the General Manager and the Board of Directors; work harmoniously with other employees; make decisions independently in accordance with established policy; use initiative and judgment in carrying out tasks and responsibilities with only general direction and guidance; use tact and judgment in dealing with vendors, the public and officials from other agencies; type accurately.

Experience and Training Guidelines: Four years of responsible experience with a small governmental or business organization keeping financial records, including general ledger accounting, billing accounts receivable, preparing payroll, handling disbursements and receipts and an understanding of financial statements; and two years of college or business school bookkeeping training or related professional training; or any satisfactory combination of experience, training, and skills.