

## FINANCIAL CONTROLLER

### **DEFINITION:**

Under general direction and supervision of the General Manager, the Financial Controller will be integral to Indian Valley CSD's recovery from the devastating Dixie Fire. This position will exercise direct control over and be responsible for the District's accounts payable, payroll, accounting, grant reporting, audit, cash management, and fund-based budgeting functions. The Controller will need to provide leadership for the following post-disaster recovery projects in addition to normal duties:

- Research, acquisition, and implementation of a new fund-based accounting and budgeting system to replace the District's legacy QuickBooks system;
- Integration of any new accounting/budgeting system with the District's existing utility billing system;
- Design and implementation of a system of tracking capital outlays and reimbursements from multiple District fund accounts and from several different grantor agencies on a variety of simultaneous design and construction projects;
- Responsibility for accurately completing the financial portions of all grant and regulatory reports on a timely basis;

### **CLASSIFICATIONS SUPERVISED:**

None

### **EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)**

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

- Assumes full management responsibility for financial planning, budgeting, accounting, auditing, treasury/cash management, and grants reporting (financial).
- Performs payroll duties.
- Review and recommend changes to District policy or procedures as they relate to financial functions.
- Prepares monthly financial reports for review and use by the General Manager, Board of Directors, and the public.
- Prepares and recommends an annual budget plan for the District and related entities.
- Ensure compliance with appropriate internal controls and standard government accounting practices.
- When required, represents the District to other agencies, elected officials, and community organizations.

- Provides support to other District departments on financial matters.
- Work effectively with the General Manager and the Business Manager/Clerk of the Board to provide a consistent and effective payroll and benefits experience for District employees.
- Perform related duties as required or as assigned by the General Manager.

### **DESIREABLE QUALIFICATIONS.**

#### **Knowledge of:**

- Operations, services, and activities of a comprehensive finance program.
- Advanced principles and practices of public financial management.
- Advanced principles and practices of program development and administration.
- Advanced principles and practices of governmental, fund-based budget preparation and administration.
- District rules and ordinances, and State and Federal laws governing the financial administration of a Community Services District.
- Office procedures, methods, and equipment including computers and applicable software applications.

#### **Ability to:**

- Manage and direct programs and activities related to the finances of the District.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of mission and goals.
- Prepare clear, concise, and timely administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- A Bachelor's degree in accounting, business administration, public administration, or a related field.
- A Master's degree or a Certified Public Accountant designation is desirable.
- Five years of broad and extensive experience in accounting or finance, including at least three years with this experience in or with a government agency.

### **PHYSICAL DEMANDS:**

Must possess mobility to work in a standard office setting and use standard office equipment,

including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS:**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**PROBATIONARY PERIOD:**

Successful applicant shall have a one (1) year probationary period.

**WAGES/BENEFIT:**

This position is set for the Business Manager/Clerk of the Board rate on the District's most recently adopted salary schedule. All other benefits apply as appropriate. This position may be offered as either full-time or part-time work schedule and for an in-person, remote, or hybrid set-up.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Indian Valley Community Services District assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.**

Adopted by IVCSB Board of Directors: January 24, 2024