**ORICK COMMUNITY SERVICES DISTRICT**

**101 Swan Road, Orick, CA 95555**

**JOB DESCRIPTION**

**TITLE:** Financial/Office Manager

**REPORTS TO:** Board of Trustees

**STATUS:** Part-Time

**EXPERIENCE:** Equivalent to aBachelor Degree in Accounting, Business Administration, or Finance from an accredited college or university is required.

**POSITION SUMMARY:** Under direction of theBoard of Trustees,the Financial/Office Manager is responsible for maintaining accounting and financial compliance records and reporting of all Orick Community Services District (OCSD) activities.

Provide leadership in strategic planning, formulation, execution, analysis and presentation of the budget & resources.

Under the general direction of the Board of Trustees, performs, oversees, manages, and supervises functions relating to accounting and budgets.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

This position is responsible for overseeing, managing and participating in the day-to-day administrative functions, including utility billing, accounts payable, revenue collection, payroll, cashier/customer service. This position is also responsible for budget control, general ledger maintenance, financial reporting and all other accounting/budget related duties.

Performs accounting functions requiring in-depth knowledge of all financial systems. Analyzes, verifies and posts transactions to journals, ledgers and other records. Analyzes, investigates and corrects accounting entries as needed. Performs reconciliation of complex transactions.

* Maintain an integrated accounting and financial system, including financial reporting and internal controls, which complies with applicable accounting principles, standards and requirements;
* Complies with such policies and requirements as may be prescribed by federal, state, and local regulations; and complies with any other requirements applicable to such systems and provides for complete, reliable, consistent and timely information which is prepared on a uniform basis and which is responsive to the financial information needs of OCSD;
* Recommends courses of action to the Board of Trustees with full responsibility and authority to determine policies, plans, goals, organization and courses of action;
* Research, analyze, develop & administer a variety of policies, programs & procedures;
* Analyze and apply federal, state and local regulations and policies;
* Manages the reconciliation of a variety of funds, ledgers, reports and accounting records; examines accounting transactions to ensure accuracy; performs month-end, fiscal year-end, and calendar year-end accounting system processing;
* Ensures that all financial records are properly accounted for and in compliance with Generally Accepted Accounting Principles (GAAP);
* Audit preparations
* Accounts Payable – process invoices and manage accounts payable tasks; Ensure accuracy in invoice entry and payment processing;
* Payroll – responsible for accurate preparation of payroll, filing all state & federal payroll reports and employment taxes; Preparation and reconciliation of year-end Form W-2s;
* Asset Management – maintaining asset listing in accounting software;
* Revenue Collection – invoicing, collection and accurate reporting of all revenues;
* General Ledger – investigating and resolving any discrepancies, preparing and posting adjusting journal entries when necessary;
* Budget – annual budget planning, preparation, approval and implementation;
* Financial Reporting – compile and present financial reports for regular OCSD meetings; Preparation of a variety of financial reports for Federal, State, or other outside agencies; Reporting to granting agencies in a timely manner;
* Perform financial analyses and budget projections;
* Prepare written communications using word processing software.

**COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Dependability – Must be very dependable, punctual, and willing to work varied and/or additional hours, upon request, in order to meet needs and deadlines.

Ability to work independently, to prioritize workload, and to carry out assignments to completion with minimum instruction through adherence to prescribed routines and practices.

Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Uses equipment and materials properly.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE:**

* Principles and practices of office administration including accounting, auditing and methods used in governmental accounting;
* Principles and practices of revenue and expense reporting;
* Applicable Federal, State and local laws & regulations; principles and practices of governmental financial operations, accounting and budgets;
* Familiarity with applicable computer system software used in accounting, budgeting and payroll; advanced use of spreadsheets, word processing and other software;
* Principles, practices and techniques of record keeping;
* Oral and written communication skills; business English usage, grammar, spelling, vocabulary and punctuation;
* Techniques for interacting professionally with those contacted in the course of work, both in person and on the telephone;
* Working knowledge and understanding of the accrual basis of accounting, GAAP and GASB, job cost accounting, fixed asset tracking, depreciation, audit preparation, deferred revenues and allocation funding, general ledger and journal entries, account reconciliation, accounts payable and accounts receivable.

**SKILLS & ABILITIES:**

* Variance analysis of budgeted accounts;
* Operates a personal computer utilizing various software including electronic spreadsheets and database applications;
* Works independently, multitasking, prioritizing projects, and meeting established deadlines with accuracy;
* Uses analytical and research skills in performance of job duties;
* Establishes and maintains cooperative & professional working relationships with others;
* Interpret and explain applicable regulations, policies, and procedures;
* Prepare and maintain a wide variety of financial data, accounting records, and financial reports;
* Recommend and develop policies and procedures related to assigned operations;
* Verify the accuracy of financial data and information;
* Discern and resolve financial discrepancies;
* Research, read, understand, interpret, apply and explain a wide variety of materials, including legal code sections, technical guidelines and other policies and procedures;
* Perform data entry with a high degree of speed and accuracy;
* Maintain confidential information;
* Understand and follow oral and/or written policies, procedures, and instructions;
* Analyze numerical and statistical data;
* Communicate clearly and concisely, both orally and in writing.

**PHYSICAL DEMANDS:**

* Must possessmobility to work in a standard office setting and use standard office equipment, including a computer;
* Ability to operate a motor vehicle to visit various meetings or appointments;
* Vision to read printed materials and a computer screen;
* Hearing and speech to communicate in person, before groups and over the telephone;
* Standing in work areas, walking between work areas;
* Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment;
* Occasionally may need to bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information;
* Must possess the ability to lift, carry, push and pull materials and objects, approximately 20-50lbs, necessary to perform job functions.

**WORK ENVIRONMENT:**

* Primary duties are typically performed in an office environment. The noise level in the work environment typically ranges from quiet to moderate levels.

**CONDITIONS OF EMPLOYMENT:**

* Must possess a valid California Driver’s License with satisfactory driving record;
* Must be able to pass a pre-employment drug screening.