

<b><u>BIGHORN-DESERT VIEW WATER AGENCY</u></b>	Motion No. XX-XXX
<b>CLASS DESCRIPTION</b>	Salary Range: 5
<b>TITLE: ADMINISTRATIVE &amp; FINANCE MANAGER</b>	Page 1 of 5 Status: Exempt

#### **A. POSITION OVERVIEW**

Under the general direction of the Assistant General Manager or General Manager, the Administrative & Finance Supervisor performs advanced, responsible, and highly skilled administrative, accounting, financial, and human resources duties. This is a hands-on role, with the expectation that the incumbent actively performs key functions in collaboration with the Assistant General Manager and General Manager and with support from one administrative/accounting staff member and consultants.

The position provides administrative and governance support to the Board of Directors, ensuring effective operations, legal compliance, and accurate recordkeeping. The Administrative & Finance Supervisor ensures the integrity, accuracy, and efficiency of all agency administrative, financial, and HR functions, including accounting, payroll, purchasing, utility billing, personnel administration, benefits coordination, records management, and customer service oversight.

As a key member of the management team, the position provides coordination, analysis, and reporting to support informed decision-making. The Administrative & Finance Supervisor exercises a high degree of independent judgment, discretion, and initiative while collaborating closely with the Assistant General Manager and General Manager to execute operational and governance responsibilities.

#### **B. GENERAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed, and is not exhaustive. The omission of specific duties does not exclude them from those required of the position if the duties are similar, related, or a logical assignment to this class. Management reserves the right to add, modify, change, or rescind the work assignments.

##### *1. Supervision*

- Oversees one staff member and an accounting consultant, including task assignment, review of work, and ongoing training and support.
- Works closely with external consultants and service providers in finance, HR, and information systems to ensure smooth operations.

##### *2. Board Secretary*

- Provides administrative and governance support to the Board of Directors, ensuring effective operations, legal compliance, and accurate recordkeeping.
- Prepares agendas and public notices, attends board meetings, and records accurate minutes; tracks action items and follows up as needed.

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- Maintains official documents, resolutions, ordinances, contracts, and historical records per retention policies.
- Ensures adherence to open meeting laws (e.g., Brown Act), ethics filings, and agency policies; assists with updates to bylaws and board procedures.
- Serves as a point of contact between the board, staff, and the public; responds to public information requests; manages official correspondence and distributes board materials.
- Supports board member elections, appointments, and administration of oaths of office.

### *3. Utility Billing & Customer Service Oversight*

- Prepares and distributes utility bills, ensuring accuracy and timely collection.
- Monitors customer accounts, payment arrangements, delinquencies, and lien processing.
- Resolves customer inquiries or disputes.
- Performs billing-related activities, including meter reading validation, service request processing, payment plan management, and lien administration.
- Receives and processes payments via multiple channels.
- Maintains cash drawer and accepts payments from customers.
- Interprets Rules and Regulations for Water Service in response to customer inquiries.

### *4. Financial Management & Accounting*

- Oversees day-to-day accounting operations, including accounts payable, accounts receivable, payroll, purchasing, general ledger, and bank reconciliations.
- Prepares monthly and annual financial reports, including revenue and expenditure summaries, balance sheets, and supporting schedules.
- Assists with budget development, forecasting, and monitoring of departmental expenditures and fund balances.
- Manages preparation for the annual audit, ensuring all audit schedules are completed accurately and on time. Serves as the primary point of contact for the auditor.
- Maintains and reconciles fixed asset records, inventory, and job cost accounts.
- Monitors cash flow and makes recommendations regarding fund transfers and investment needs.
- Reviews and approves journal entries and disbursements for accuracy and compliance with agency policy.

### *5. Administrative & Operational Support*

- Develops and maintains administrative procedures to ensure efficient and consistent office operations.
- Oversees purchasing, vendor relations, contract tracking, and insurance certificates.
- Maintains agency records and files in accordance with state records retention laws and Agency policy.

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- Coordinates administrative reporting requirements for state, federal, and regulatory agencies.
- Provides administrative support to General Manager and Assistant General Manager.

#### *6. Payroll & Human Resources Administration*

- Administers biweekly payroll, ensuring compliance with all laws, agreements, and reporting requirements, either directly or in coordination with an accounting consultant or third-party vendor.
- Coordinates employee benefits administration, including health, dental, vision, life insurance, third party benefits plans and retirement programs, director or in coordination with a third-party vendor.
- Oversees recruitment and hiring, including job postings, application review, and new employee onboarding.
- Maintains personnel files and ensures compliance with employment laws and confidentiality standards.
- Assists in updating and implementing personnel policies, classification systems, and compensation plans.
- Supports performance management, training coordination, and employee development initiatives.
- Provides guidance on HR procedures and best practices, referring complex issues to the General Manager or legal counsel as needed.

#### *7. Special Projects & Reporting*

- Conducts research, analysis, and preparation of financial, administrative, and HR reports for management and the Board.
- Leads special projects to improve efficiency, compliance, and modernization of administrative or financial systems.
- Participates in the development and implementation of financial, administrative, and HR policies and procedures.

#### *8. Clerical & Miscellaneous Duties*

- Prepares reports, correspondence, and filings.
- Performs banking, mail errands, and petty cash management.
- Compiles and verifies bank deposits and processes customer refunds or voids.
- Prepares Monthly Disbursements Report and Monthly Financial Statements for Board agenda deadlines.

### **C. QUALIFICATIONS**

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1. Education, Training & Experience:

- High school diploma or equivalent required; Associate's degree or higher in Accounting, Finance, Business Administration, Human Resources, or related field preferred.
- Minimum five (5) years of increasingly responsible accounting, administrative, and/or HR experience, preferably in a public agency or utility environment.

2. Knowledge:

- Experience with governmental accounting, payroll administration, and public-sector HR practices is highly desirable.
- Principles and practices of governmental accounting, budgeting, and auditing.
- Payroll processing, benefits administration, and HR compliance requirements.
- Utility billing systems and customer account management.
- Administrative practices, records management, and public-sector compliance.
- Applicable federal, state, and local laws and regulations governing public finance and employment.
- Modern office software and financial management systems.

3. Skills:

- Perform advanced accounting, payroll, HR, and financial analysis accurately.
- Interpret and apply agency policies, procedures, and regulatory requirements.
- Exercise independent judgment and maintain confidentiality in handling sensitive personnel and financial matters.
- Prepare clear, concise, and accurate reports and correspondence.
- Lead, train, and support administrative and accounting staff.
- Communicate effectively and maintain positive working relationships with staff, management, Board members, and the public.

4. Physical Demands:

- Communicates orally with the Board of Directors, other employees, and the public in face-to-face, one-on-one settings.
- Manages employees and their day-to-day employment needs.
- Travels by automobile on Agency business.
- Uses telephone, radio, office equipment, and audio/video devices.
- Sits for extended time periods with hearing, vision, and mobility within normal ranges.

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- May be required to work weekends and/or evenings, in emergency situations or at special community events. Ability to work extended hours, attend evening meetings, and travel for training or conferences as required.
- Occasionally required to walk or hike in the field or during presentations or tours.
- Drags, lifts, sets up multiple tables and chairs; carries, sets up and runs video/audio equipment; bends, walks, lifts, moves, measures, and crawls under desks or tables. Visits sites and walks/climbs over/around obstacles to for design and measurement of projects.

5. Licenses and Certifications:

- Valid California Class C Driver's License with a clean driving record and automobile insurance.

**F. WORK ENVIRONMENT**

Agency employees work in both an office and a field environment. The employee is exposed to moderate noise levels and controlled temperature conditions with no direct exposure to hazardous physical substances.

While working in the field, employee may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**G. REASONABLE ACCOMMODATIONS**

In accordance with the Americans with Disabilities Act, the Fair Employment and Housing Act, and Agency policy, absent undue hardship or direct threats to the health and safety of employee(s), the Agency provides employment-related reasonable accommodations to qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions.