

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Finance Officer – Job Description  
**POLICY NUMBER:** 2305  
**ADOPTED:** October 28, 2002  
**REVIEWED:** 02/11/13; 02/25/13; 09/08/15; 10/03/16; 01/10/17; 06/10/20  
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**2305.10** The Finance Officer, a member of the District management team, is hired by the General Manager, working under the broad policy guidance of the General Manager and with a minimum of supervision. This position exercises independent decision-making authority and discretion and works under minimal supervision with regard to the duties listed herein.

**2305.11** The Finance Officer will be annually evaluated by the General Manager.

**2305.20** The Finance Officer:

**2305.21** Serves as office manager and supervises, evaluates and trains all clerical staff, including reviewing their work for accuracy and organizing work schedules and priorities and provides back-up to the District Secretary as needed.

**2305.22** Supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records.

**2305.23** Provides accounting services to management and the Board of Directors by maintaining the records of accounts, accumulating cost and other similar data, preparing checks, reports and statements. Will give the board no less than the quarterly printed financial reports of the budget and LAIF accounts.

**2305.24** Supervises and performs a variety of duties relating to maintenance of the District's accounting system by interpreting, supplementing and revising the system as necessary,

**2305.25** Supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in District finances.

**2305.26** Provides the services thereof as prescribed in Government Code section

61240, being responsible, under the direction of the General Manager, for depositing, transferring and investing District funds pursuant to the District's investment policy adopted per the requirements of Government Code section 53646, maintaining efficient fiscal practices to maximize non-operational earnings, maintaining cash flow for needed liquidity and makes deposits and transfers.

**2305.27** Invests District funds and prepares associated reports as required by the investment policy mentioned above and provides annual review of the investment policy as required by law.

**2305.28** Attends meetings of the Board of Directors, Finance and Audit Committee meetings and such other meetings as the Board specifies from time to time.

**2305.29** Responsible for signing liens for the District.

**2305.30** The Finance Officer further:

**2305.31** Supervises and maintains the District's various insurance policies to ensure appropriate coverage.

**2305.32** Assists the General Manager in the coordination, formulation and implementation of budgets for the various service departments, effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administration tasks in support of the General Manager.

**2305.40** Prerequisite Qualifications

**2305.41** A pre-employment physical shall be performed, at district expense, prior to employment. As this position requires manual dexterity, the successful employee will be of adequate health and physical fitness, as determined by a physician, to perform the required duties. A pre-employment drug screening, and a live scan is also required as a condition of district employment.

**2305.42** High School Diploma required. Bachelor's degree desirable. Accounting, economics, business administration or a related field, experience and/or training in public agency accounting, payroll management and bookkeeping is required. Experience with public agency accounting computer software, the District's current word processing and spreadsheet software, or equivalent combination of education and experience.

**2305.43** Valid California driver license and satisfactory driving record.

**2305.50** Basic Work Hours: Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, however, this position requires regular work before and/or after normal office hours as necessary

to effectively administer the affairs of the District. The Finance Officer is exempt from overtime pay and compensatory time off as an administrative employee pursuant to Section 2080.60 of Board Policy.

**2305.60** Essential Job Duties: The Finance Officer is required to work as necessary to complete projects and job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2305.61** Task: Supervises and assists clerical staff, library aid and janitor in their daily work activities.

Physical Demand: Sitting, standing, stooping, bending, squatting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

**2305.62** Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects tools or controls, operating a computer.

**2305.63** Task: Does District banking.

Physical Demand: Sitting, standing, walking, driving vehicle, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

**2305.64** Task: Prepares handwritten and typewritten reports, forms, questionnaires, etc. in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

**2305.65** Task: Writes/prints checks and warrants.

Physical Demand: Sitting, close vision, use of hands to write and to finger, handle or feel objects, tools or controls.

**2305.66** Task: Interacts with other special districts, county, state and federal agencies, to obtain financial information, and to respond to inquiries for information from same.

Physical Demand: Sitting, standing, walking, close and distance vision, speaking, hearing, driving vehicle.

**2305.67** Task: Assists General Manager/Public Works Superintendent and other field personnel in determining appropriate classifications within the accounting system for expense designations.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls.

**2305.68** Task: Inspects and evaluates inventory control system to assure accuracy and appropriateness of distribution and use of materials, tools and equipment

Physical Demand: Sitting, standing, walking over uneven ground, distance vision, speaking, hearing, use of hands to finger, handle feel objects, tools or controls, driving vehicle.

**2305.69** Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting, standing, walking, close vision, speaking, hearing, driving vehicle.

**2305.70** Marginal Job Duties

**2305.71** Task: Operation of telephone, two-way radio, cash register, copier, facsimile machine, typewriter, printers and other related business machines, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting, standing, stooping, bending, squatting, walking, occasionally lifting and carrying up to 50 lbs., pushing, pulling, close vision, speaking, hearing, us of hands to finger, handle feel objects, tools or controls.

**2305.80** Environmental Demands:

**2305.81** Outside: Travels to do out-of-office business in a variety of weather conditions including rain, snow and heat to +100 degrees Fahrenheit.

**2305.82** Inside: Usually works indoors in temperature-controlled environment.

**2305.83** Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

**2305.84** Noise/Vibration: Business/office machines, office located in close proximity to highway traffic.

**2305.90** Mental Requirements:

**2305.91** Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

**2305.92** Writing: Creates reports, presentations, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of the District's word-processing software.

**2305.93** Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the District's current spreadsheet software.

**2305.94** Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

**2305.95** Repetition: Repetitive data entry to journals and computer system for accounting purposes.

**2305.96** Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals

**2305.97** Social Skills: Ability to relate cooperatively with members of the public, Directors and District personnel on a constant and face-to-face basis.

**2305.98** Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

**2305.100** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.