
Castro Valley Sanitary District

POLICIES AND PROCEDURES MANUAL

POLICY TITLE: Job Description – Financial Specialist
POLICY NUMBER: 2397

2397.1 Definition. Plans, organizes, and personally performs professional level work in support of all Castro Valley Sanitary District (CVSan) financial activities; coordinates the production and the administration of CVSan's budget, audit, and performs related work as assigned.

2397.2 Supervision Received and Exercised. Administrative direction is given by the General Manager. No direct supervision responsibilities. May provide oversight to office administrative support staff including interns and/or volunteers.

2397.3 Class Characteristics. The Financial Specialist oversees and participates in all CVSan fiscal activities. The work involves the performance of financial processing, treasury, reporting, auditing, contract interpretation, and other day-to-day functions. Responsibilities include coordinating the activities of the department with those of other departments. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering CVSan goals and objectives within policy and procedural guidelines.

2397.4 Essential Job Functions:

2397.4.1 Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the Accounting Department.

2397.4.2 Coordinate and prepare CVSan payroll including changes in CalPERS status.

2397.4.3 Assist in the preparation and administration of CVSan's operating and capital improvement budgets.

2397.4.4 Monitor changes in laws, regulations, and technology that may affect financial operations; implement policy and procedural changes as required.

2397.4.5 Prepare the Comprehensive Annual Financial Report (CAFR), transmittal letter, and Management's Discussion and Analysis (MD&S) narrative.

2397.4.6 Administer the budget for the department and CVSan financial functions.

2397.4.7 Implement systems and procedures related to financial record keeping, controls and reports and ensure accuracy; provide comprehensive financial management services, and solve varied accounting and related issues.

2397.4.8 Participate in CVSan investment process; maximize income and safety through tax-exempt and other financing as directed and balances CVSan accounts at the local bank, County Treasurer, and Local Agency Investment Fund.

2397.4.9 Maintains journals, the general ledger; prepares and ensures accuracy of periodic and special reports as required for submission to various regulatory and other governmental agencies.

2397.4.10 Prepare accounting and financial reports due to federal, state, and other agencies.

2397.4.11 Present reports of CVSan financial status and operations to CVSan's Board of Directors (Board).

2397.4.12 Prepare annual financial statements, coordinate the annual financial audit, and respond to and implement auditor's recommendations.

2397.4.13 Performs year-end closing process.

2397.4.14 Implement and stay up-to-date on Governmental Accounting Standards Board (GASB) standards and other financial requirements as required by law or regulation relating to accounting and finance.

2397.5 Essential Cognitive Job Functions:

2397.5.1 Ability to comprehend and follow instructions:

2397.5.1.1 Ability to maintain attention and concentration for necessary periods.

2397.5.1.2 Ability to understand written or oral instructions.

2397.5.1.3 Ability to do work requiring set limits, tolerances, or standards.

2397.5.2 Ability to perform simple and repetitive tasks:

2397.5.2.1 Ability to ask appropriate questions and request assistance.

2397.5.2.2 Ability to perform activities of a routine and applicable nature.

2397.5.2.3 Ability to remember locations and work procedures.

2397.5.3 Ability to maintain a work pace appropriate to a given workload:

2397.5.3.1 Ability to perform activities within a schedule, maintains regular attendance, and be punctual.

2397.5.3.2 Ability to complete a normal work day and/or work week and perform at a consistent pace.

2397.5.4 Ability to perform complex and varied tasks:

2397.5.4.1 Ability to synthesize, coordinate, and analyze data.

2397.5.4.2 Ability to perform jobs requiring precise attainment of limits, tolerances, or standards.

2397.5.4.3 Ability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2397.5.5 Ability to relate to other people beyond giving and receiving instructions:

2397.5.1 Ability to get along with co-workers and peers.

2397.5.2 Ability to perform work activities requiring negotiating with, explaining, or persuading.

2397.5.3 Ability to respond appropriately to evaluation or criticism.

2397.5.6 Ability to influence people:

2397.5.6.1 Ability to convince or direct others.

2397.5.6.2 Ability to understand the meaning of words and to use them appropriately and effectively.

2397.5.6.3 Ability to interact appropriately with people.

2397.5.7 Ability to make generalizations, evaluations, or decisions without immediate supervision:

2397.5.7.1 Ability to recognize potential hazards and follow appropriate precautions.

2397.5.7.2 Ability to understand and remember detailed instructions.

2397.5.7.3 Ability to make independent decisions or judgments based on appropriate information.

2397.5.7.4 Ability to set realistic goals or make plans independently of others.

2397.5.8 Ability to accept and carry out responsibility for direction, control, and planning:

2397.5.8.1 Ability to set realistic goals or make plans independently of others.

2397.5.8.2 Ability to negotiate with, instruct, and supervise people.

2397.5.8.3 Ability to respond appropriately to changes in work conditions.

2397.6 Non-Essential Job Functions:

2397.6.1 Review invoices, account codes or funding information, and prepare checks for CVSan Board approval.

2397.6.2 Perform bookkeeping functions for CVSan.

2397.6.3 Monitor internal accounting controls and review the expenses and revenues for conformance with approved budgets.

2397.6.4 Oversee the maintenance of tax roll information and prepare manual billings as required.

2397.6.5 Represent CVSan in meetings with governmental agencies, vendors, business and professional organizations, and the public.

2397.6.6 Coordinate the Other Post-Employment Benefits (OPEB) Governmental Accounting Standards Board (GASB) Statements.

2397.6.7 Perform external reporting as needed such as IRS, State and CalPERS.

2397.6.8 Implement software changes and updates as needed.

2397.6.9 Prepare agendas and related materials for and attend finance committee meetings.

2397.6.10 Attend meetings and take minutes.

2397.6.11 Lead Board and public meetings as needed.

2397.7 Qualifications. Knowledge of:

2397.7.1 Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, economics, auditing, and reporting functions.

2397.7.2 Principles and practices of public agency budget development, administration, and accountability.

2397.7.3 Computer applications related to the work, including word processing, spreadsheet and data base applications.

2397.7.4 Applicable laws, codes, and regulations.

2397.7.5 Techniques for providing a high level of customer service to public and CVSan staff, in person and over the telephone.

2397.7.6 Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

2397.8 Skill to:

2397.8.1 Plan, organize and personally participate in a comprehensive public agency financial management program.

2397.8.2 Maintain accurate financial records and prepare clear and accurate reports for informational, auditing, and operational use.

2397.8.3 Develop and implement goals, objectives, work standards, and internal controls for the department.

2397.8.4 Interpret, apply and explain complex laws, codes, regulations, and ordinances.

2397.8.5 Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

2397.8.6 Speak in public and engage the audience.

2397.8.7 Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.

2397.8.8 Work in a team atmosphere and participate in a variety of CVSan-wide committees to enhance the provision of all CVSan services.

2397.8.9 Establish and maintain effective working relationships with those contacted in the course of the work.

2397.8.10 Manage one's own time and that of others.

2397.9 Education and Experience. Graduation from a four (4) year college or university with major course work in accounting, economics, business or public administration or a field related to the work and three (3) years of experience in maintaining financial records and preparing statements in a public agency setting.

2397.10 Interpersonal Effectiveness. Ability to work effectively in a team-based organization focused on continuous improvement; establish and maintain a positive customer service attitude and effective working relationships with customers; demonstration of strong two-way communication skills, including the ability to listen, explain, and facilitate, ability to ask for input, offer help without being asked; accept suggestions, work with others to solve problems, and provide recognition and encouragement.

2397.11 License and Certification. Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess or obtain Cardiopulmonary Resuscitation, AED, and First Aid certificates within a time period specified by CVSan.

2397.12 Other Requirements. Willingness and ability to work scheduled and additional hours as needed; attend meetings, workshops, and seminars during work and non-work hours as assigned.

2397.13 Physical Requirements. Be able to possess mobility to work in a standard office setting and to operate standard office equipment, including a computer and calculator; interpret printed materials and a computer screen; communicate with people in person and over the telephone. Maintain static postures for extended periods of time, frequent repetitive use of hands and arms including grasping; occasionally bend, stoop, stretch and reach; have strength and stamina to safely transport up to fifty (50) pounds.

2397.14 Work Environment. Indoors in a climate controlled office environment working around computer monitors; works around others, works alone, or works with others. May rarely work outdoors.

This description reflects CVSan's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

Employee Signature

Date

Employer Signature

***** END OF POLICY *****