

Goleta Sanitary District Job Description

Job Title: Accounting/Administration Manager
Department: Administration
Reports To: Finance Director
FLSA Status: Exempt

SUMMARY

Under general supervision of the Finance Director, this position oversees a variety of accounting and administrative duties including confidential human resource functions and responsibilities. Supervises, assigns, and reviews the work of other administrative staff responsible for providing support for all other departments. Responsible for the Administration Office operations including professional customer services at the front counter and by telephone as necessary. The work normally involves contact with the Board of Directors, entity partners, the public and all levels of District personnel to exchange information and explain District policies and procedures. This position is bound by a written confidentiality agreement due to the sensitive nature of certain human resources responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages Accounting Technician and Administrative Assistant positions to ensure they work productively and meet deadlines while following District's policies and practices
- Assists the Finance Director in the implementation of various financial and personnel tasks, including but not limited to the following:
 - Preparation of monthly invoices for contract entities, monthly and annual journal entries, reconciliations, and reports for management and the Board of Directors
 - Reconciling all District bank and investment accounts.
 - Administration of Retiree Healthcare program.
 - Preparation of annual budget, year-end adjustments and various schedules as needed for annual financial audit
- Manages, maintains, and ensures timeliness and accuracy of computerized financial records, including payroll, cash management, accounts payable receivable, and general ledger.
- Assists the Finance Director in maintaining an effective system of internal controls, with regular monitoring and oversight.
- Oversees Accounts Receivable log updates for billing and payments including AR receipting for IWC and Collection Departments
- Manages the file system for correspondence, maps, reports, annexation petitions and notices, and vendor records. Directs records management activities including logging, storage and disposition of files per the District's retention policy, as well as construction, annexation and improvement records, including contracts, petitions and resolutions.
- Assists the District's constituents and other callers on the phone or at the front counter in a cordial and professional manner. Routes queries or caller to the appropriate staff person as necessary.
- Oversees production of Governing Board meeting agendas and coordination of travel schedules and reservations for staff and Governing Board members.
- Manages the payment of payroll taxes, and is responsible for maintaining knowledge of payroll taxation laws and compliance issues
- Manages the District integration benefits program in conjunction with SDI and PFL benefits

- Manages accruals, year-end cash-out program, employee separations, year-end deduction reconciliation, annual tax updates, annual deduction and benefits updates, annual accrual front loading, and new hire proration
- Manages fiscal year-end invoice payment and preparation of all fiscal new year documents including worksheets and timesheets with budget percentages for allocation purposes
- Manages all projects in progress worksheets which track budget to actual expenditures
- Manage health allocation worksheets and updates payroll benefits and deductions accordingly
- Manages purchase approval practices including reconciling purchase approval forms, purchase orders, and credit card purchases
- Manages uniform service for Operation, Laboratory, IWC, and Collection System staff and negotiations associated costs
- Assists in employee separation from health and new hire onboarding
- Manages processing of CalPERS payroll benefits including retro adjustments and annual COLA adjustments
- Performs other duties as assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

This position requires a combination of a four-year degree in Business or Accounting from an accredited institution and a minimum of 5 years' experience in a similar position.

MENTAL DEMANDS

While performing the duties of this class, employees are regularly required to use oral and written communication skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use simple math and mathematical reasoning; learn and apply new information or skills; work under constantly changing deadlines and priorities with constant interruptions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively with customers or employees of District.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to draw and interpret graphs. Ability to understand and perform bookkeeping functions.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to earn a CPR/First Aid certificate within the first year of employment.

COMPUTER AND COMMUNICATION SKILLS

Must be proficient in operating computer systems, utilizing several software programs including, but not limited to, word processing, accounting, spreadsheets, database, etc. Accurate typing at 50 wpm and handwriting must be legible.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk; hear; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.