

ADMINISTRATIVE/FINANCIAL SPECIALIST

DEFINITION

Under general supervision of the Administrative Services Manager, performs a variety of specialized and technical duties in support of the District's accounting, finance, audit and human resources programs; assists the Administrative Services Manager in planning, coordinating and implementing accounting, finance, administrative and human resources projects; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Administrative Services Manager. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgement to perform technical and programmatic work requiring the interpretation and application of policies, procedures and regulations and involving frequent contact with staff and the public, as well as performing various research functions. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements. This class is distinguished from the District Administrative Secretary in that the latter serves as the Secretary to the Board of Directors and does not handle financial nor Human Resources matters.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

- Performs a variety of specialized and technical accounts receivable and accounts payable duties, including verifying, posting, balancing, adjusting and maintaining accounting and financial records according to established policies and procedures.
- Creates new vendor accounts; obtains necessary information and paperwork from vendors; tracks and processes approved purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment.

- Processes payments by referencing chart of accounts to code bills, matching bills to purchase orders, coordinating signature approval, preparing documentation for payment, generating payments by check, direct deposit or online, and preparing payments for mailing and files copies with backup.
- Receives vendor inquiries via telephone, fax or mail; resolves any issues, problems or requests using established procedures; prepares annual 1099 statements and uses tax refunds.
- Prepares invoices for permits, connection fees and other services as directed by the Administrative Services Manager.
- Assists with daily administration of bank accounts; prepares bank transfer paperwork for interfund and Local Agency Investment Fund (LAIF) transfers; initiates electronic funds transfer (EFT) and automated clearing house (ACH) payments as required; handles positive pay notifications from bank; maintains professional relationship with key bank contacts.
- Audits, verifies, codes and batches accounts payable transactions; reconciles credit card purchases; researches and resolves discrepancies and unauthorized purchases.
- Prepares warrant list for Board approval.
- Receives and reconciles revenues received; allocates payments to proper account; prepares documentation and coordinates management review and approval; records and submits journal entries; prepares and maintains deposit receipts.
- Prepares new hire packets and coordinates onboarding activities with management; sets up new employees with access to timecard system; meets with new employees upon hire to ensure a smooth transition into the work environment.
- Administers the District's multi-tiered employee benefits programs that include plans such as retirement, long-term disability, health, life, dental, vision and worker's compensation; sets up benefits for new employees and assists with enrollment in retirement programs; administers retiree health benefit program; maintains, reconciles and updates benefit enrollment and changes.
- Prepares reports and payments for employee retirement benefits and other insurances.
- Assists in administering human resources and risk management programs, including recruitment and selection, classification and compensation and training and development.
- Assists in calculating sewer service user charges and assists in calculating same via the property tax rolls; prepares invoices for direct bill customers; responds to questions from customers; researches and reconciles variances in bills.
- Receives, reviews, verifies and processes time recording, payroll action and personnel transaction documents to prepare payroll for all District employees; audits documents for completeness, accuracy and compliance with rules and regulations.
- Processes payroll through electronic payroll processing system ensuring adherence to strict payroll deadlines; acts as administrative contact for management of payroll system; troubleshoots and adjusts payroll discrepancies identified; prepares and balances payroll reports and records; provides payroll reports to management as requested.
- Assists in maintaining the integrity of accounting and finance programs, including implementing and ensuring compliance with generally accepted accounting procedures.
- Assists in researching and preparing accounting, financial and statistical information and materials for various reports and year-end auditing process; compiles, reconciles and verifies information and assists in preparing various reports, schedules and statements such as the

Comprehensive Annual Financial Report (CAFR), State Controller's Report and related financial, accounting and human resources reports.

- Notarizes legal documents by verifying the authenticity and witnessing the signing of such documents.
- Assists customers and staff by providing answers and information regarding specific account information, discrepancies and/or general accounting and human resources procedures; researches issues regarding specific transactions; and updates related files.
- Composes, types, formats and proofreads a wide variety of reports, letters, documents and correspondence; checks drafts for punctuation, spelling and grammar; suggests corrections.
- Maintains, updates and retrieves information from District record systems.
- Assists with a variety of administrative and customer support duties such as answering phones and maintaining office supplies.
- Attends and participates in professional group meetings related to financial administration and human resource activities that may affect assigned areas of responsibility; recommends modifications to assigned programs and District policies, procedures and ordinances.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and account document processing and record-keeping, including accounts payable, accounts receivable and payroll.
- Public agency finance and accounting functions, payroll processes and techniques.
- Basic practices and techniques of human resources administration including recruitment and selection, classification and compensation, training and development and workers' compensation.
- Basic benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan record-keeping.
- Methods and techniques of posting journal entries.
- Cash handling techniques.
- Principles and practices of auditing financial documents.
- Applicable federal, state and local laws, regulatory codes, ordinances, policies and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform detailed accounting and financial support work accurately and in a timely manner.
- Provide technical and administrative support to the District's human resources management system and programs.
- Review financial documents for completeness and accuracy.
- Review, post, balance, reconcile and maintain accurate financial records.
- Make accurate arithmetic, financial and statistical computations.
- Establish and maintain a variety of filing, record-keeping and tracking systems.
- Follow and apply written and oral instructions.
- Prepare clear and accurate financial records.
- Exercise tact and diplomacy in dealing with sensitive and confidential personnel issues, employee information and employee situations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, and other written materials.
- Organize own work, set priorities and meet critical time deadlines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate degree from an accredited college with major coursework in accounting, finance, human resources management, public or business administration or a related field and two (2) years of increasingly responsible providing technical support to a fiscal program and/or increasingly responsible human resources program administrative experience.

Licenses and Certifications:

- Possession of a valid California Notary Public license is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although

standing and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to potentially hazardous physical substances.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." Performance of job functions may involve extended workdays to attend Board meetings when directed by the General Manager or to meet project deadlines.