

Entranosa Water & Wastewater Association

JOB DESCRIPTION

JOB TITLE: FINANCE MANAGER
REPORTS TO: CHIEF EXECUTIVE OFFICER
DEPARTMENT: ADMINISTRATION
CLASSIFICATION: UNCLASSIFIED

The following descriptions are to include general information and the general level of work to be performed. These descriptions do not include all responsibilities, duties and skills required of personnel fulfilling the position.

SUMMARY

Under Chief Executive Officer's (CEO) direction, the Finance Manager oversees all financial accounting, monitors the business activities of the Association through the maintenance of ledgers and the control of books of accounts. Performs advanced accounting functions in the management of the Association's various business affairs. Prepares special financial and statistical reports and statements.

DUTIES AND RESPONSIBILITIES:

1. Oversees daily processing and accounting for revenue and expenditures by departments; audits and reports financial transactions to funding sources; ensures accuracy, completeness, and compliance with the cooperative, local, state, and federal requirements, and standard accounting and audit procedures.
2. Maintains fund ledgers and provides specialized accounting for the maintenance, control, and reporting of revenues, expenditures, assets, liabilities, equities, and payroll.
3. Prepares all payroll, check processing, reporting and taxes.
4. Monitors and maintains appropriate revenue levels by actions such as letter of credit draw, automatic drafts for general checking and payroll disbursements.
5. Designs accounting and database applications for personal computers; balances and maintains ledgers for the automated financial and human resource management systems.
6. Keeps abreast of the cooperatives policies and procedures, current developments in accounting and auditing professions, and changes in local, state, and federal laws, as applicable.
7. Interacts with the cooperative auditors and assists independent auditors with interim and year-end audits, as appropriate.
8. Performs miscellaneous job-related duties as assigned.

LICENSES/CERTIFICATIONS REQUIRED:

Valid New Mexico Driver's License or the ability to receive it within 6 months of hiring.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's Degree in Accounting, or in a related field including at least 12 credit hours of Accounting. Three to five years experience directly related to the duties and responsibilities specified. May substitute other training and certification or experience for degree.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of accounting procedures.
- Knowledge of federal, state and counties financial regulations.
- Knowledge of auditing policies, standards, and procedures.
- Knowledge of standard and/or fund accounting principles, methods, and applications.
- Knowledge of spreadsheet software to quantify and illustrate complex financial reports, comparisons, and/or projections.
- Knowledge of finance, accounting, budgeting, and cost control procedures.
- Ability to effectively communicate accounting information, policies, and/or procedures in a manner easily understood by the customer.
- Ability to monitor and maintain institutional revenue levels and liability accounts.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Ability to analyze budgetary expenditures for compliance with funding agencies' budgets, policies, and procedures.
- Knowledge of current changes and/or developments in applicable federal, state, local laws.
- Ability to analyze financial data and prepare financial reports, statements and/or projections.
- Ability to implement policies and procedures to maintain compliance with various regulations.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative environment.
- Employee development and performance management skills.
- Knowledge of faculty and/or staff hiring procedures.

DISTINGUISHING CHARACTERISTICS:

Position requires:

- a) Performing advanced accounting functions in a centralized or major department accounting control unit;
- b) Implementing policies and procedures to maintain compliance with contracts, federal, state, local laws, Association policies and procedures, and other regulations;
- c) Developing comprehensive reports, analyses, impacts and projections for management and funding agencies, and
- d) Overseeing major liability accounts for the Association.

WORKING CONDITIONS:

Work is normally performed in a typical interior/office work environment.

PHYSICAL EFFORT:

- Continually required to sit
- Continually required to utilize hand and finger dexterity

ENVIRONMENTAL CONDITIONS:

No or very limited exposure to physical risk.

EFFECTIVE DATE: 03/21