



## Financial Manager Water System - Administration

WS-ADM/4-255

### JOB SUMMARY

This position is responsible for managing the financial transactions of the department.

### MAJOR DUTIES

1. Reviews and approves requisitions; trains staff on purchasing procedures; monitors expenses to ensure compliance with annual budget.
2. Processes monthly budget and expense reports, accounts payable, and check requests, and coding for proper general ledger posting; processes fixed asset information.
3. Manages the annual budget; completes budget entry; reviews budget documents and submit budget requests; manages the annual audit; manages contracts; serves as liaison with the Finance Department.
4. Serves as clerk to the Water Committee; records and transcribes minutes, schedules meetings, and plans agendas; documents and maintains records of the Water Committee.
5. Prepares Board of Commissioner's agenda packages; responds to requests, advertises and attends bid openings.
6. Serves as P-card automation designee; reviews purchasing card requests, statements, and coding for proper general ledger posting.
7. Attends meetings; assist Water System Director as needed, approve payroll as needed, complete surveys and respond to requests for information.
8. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of government accounting.
2. Knowledge of Water System operations, policies, and procedures.
3. Knowledge of county policies and procedures.
4. Knowledge of modern office practices and procedures.
5. Knowledge of computers and job related software programs.
6. Skill in the development and management of annual budgets and audits.
7. Skill in oral and written communication.
8. Skill in planning and meeting deadlines.
9. Skill in coordinating agendas and meeting deadlines.

### SUPERVISORY CONTROLS

The Water System Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include county policies and procedures, county ordinances, Water System policies, Open Records Act requirements, EPD regulations, and the State Chart of Accounts. These guidelines require judgment, selection, and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied financial and management duties. Strict guidelines and timelines contribute to the complexity of the position.

- The purpose of this position is to manage financial activities for the Water System, including accounts payable, budgeting, bond requirements, contracts and purchasing, and auditing. Success in this position contributes to the efficiency and effectiveness of Water System financial operations.

#### **CONTACTS**

- Contacts are typically with department heads, co-workers, elected and appointed officials, auditors, vendors, customers, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking. The employee occasionally lifts light objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

#### **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

#### **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

#### **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.