

Chief Financial Officer/Office Administrator
Job Description
Southwest Water Authority

Scope of Work

The individual in this position will perform duties associated with planning, implementing, directing, and coordinating activities required for financial planning, maintaining an accounting system, managing human resource programs, and managing the office for Southwest Water Authority (SWA). The individual will also perform duties associated with budget management. SWA is a political subdivision led by a 15-member Board of Directors. SWA is responsible for management, operations, and maintenance of the Southwest Pipeline Project (SWPP). The SWPP is a regional water delivery system serving municipal, rural, and industrial water user entities in southwest North Dakota.

Essential Duties

1. Develops, implements, coordinates, and maintains policies and procedures related to financial planning, accounting procedures, and the control of fund balances.
2. Manages the office and human resource programs of SWA.
3. Monitors, analyzes, and allocates expenditures and revenues.
4. Prepares and maintains annual budget for administration and customer service.
5. Assists in the preparation of the distribution operations budget.
6. Invests cash reserves as proscribed by SWA, state, and federal policies.
7. Monitors Board of Directors budget.
8. Approves expenditures for administration, operations, and customer service.
9. Prepares, examines, and analyzes finance, accounting and budget related statements, reports, and supporting documents.
10. Provides guidance to other SWA departments relative to finance, accounting and reporting procedures.
11. Maintains required files and records in the human resources and financial management areas.
12. Evaluates activities to insure compliance with approved goals, objectives, and statutory requirements.
13. Reviews accounts, reports, and records to verify accuracy.
14. Oversees inventory of fixed assets and depreciation schedules.
15. Assists with spare parts inventory and prepares expense schedules.
16. Prepares Annual Report.
17. Manages rural and contract water accounts.
18. Coordinate activities of and evaluates all administrative personnel. Also participates in the hiring and terminating of these individuals.
19. Decides future staffing requirements for administration, operation, and maintenance.
20. Maintains all personnel records including pay records, leave records, and benefit records.
21. Performs and approves computerized accounting functions.
22. Provides oversight for installation and monitors appropriate usage of computer systems.
Performs backups on the network server.

23. Arranges and attends board and administrative staff meetings.
24. Oversight, design, and preparation of service manuals for administrative and customer service functions.
25. Approves in house and external public relations materials.
26. Prepares payroll and oversees the preparation of associated payroll tax returns.
27. Makes bank deposits.
28. Promotes positive relationships with co-workers and customers.
29. Assists in explaining and promoting marketing programs including sign-up and easement activities.
30. Arranges and assists in the preparation of the annual audit.
31. Prepares a variety of program, administrative, or office forms, reports, articles, documents, and correspondence.
32. Review, analyze, and select employee benefit programs.
33. Presents financial, accounting, and budget reports.
34. Oversees insurance on property, vehicles, and equipment including submission of claims.
35. Liaison with outside organizations as needed.
36. Performs such other activities as might be required or requested from time to time.

Knowledge, Skills, and Abilities

1. Knowledge of principles, concepts, and methodology of finance, accounting, and budget procedures.
2. Knowledge of SWA policies, rules, regulations, and procedures in order to provide substantive information to a diversified group.
3. Knowledge of other federal, state, and local policies applicable to SWA finance, accounting and budget requirements.
4. Knowledge of terminology sufficient to understand SWA applications.
5. Knowledge of computers, mathematics, and computer applications sufficient to handle SWA accounts.
6. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
7. Ability to communicate in a courteous, professional manner to reflect a positive image of SWA to its customers and the public.
8. Ability to supervise effectively.
9. Ability to analyze, evaluate, and recommend sound solutions to problems of both a routine and non-routine nature.
10. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
11. A thorough knowledge of spelling, punctuation, grammar, sentence structure, and proper English usage.
12. Skill in written and oral communications.
13. Ability to use word processing, database, telecommunications, networks, and SWA software in order to produce correspondence and reports, and communicate with others.
14. Ability to work independently and efficiently.
15. Ability to handle confidential matters.

Typical Physical/Mental/Environmental Demands

1. Requires extended periods of time sitting at a desk working with a keyboard/computer, computer printouts, doing computations, occasionally lifting up to 50 pounds.
2. Requires finger dexterity, hearing, vision, and the ability to perform close work.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work courteously and firmly with others.

Supervision

The CFO/Office Administrator is under the administrative supervision of the Manager/CEO. Work is performed independently, with the CFO/Office Administrator being fully responsible for planning, scheduling, and executing all assignments necessary to maintain the finance, budget, and accounting functions and manage the human resource programs of the SWA. Assistance on precedent or unusually complex cases is available from the Manager/CEO.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work and effectiveness in meeting deadlines, requirements, or expected results.

Guidelines

Guidelines consist of established accounting and budget procedures, SWA procedures, rules and regulations, precedents, laws, and ordinances of the local, state, and federal governments. The CFO/Office Administrator exercises judgment in selecting applicable procedure and making decisions. In situations where guidelines do not apply, questions are referred to the Manager/CEO for assistance.

Complexity

Duties are not specifically defined and will vary depending upon circumstances. Analysis is necessary to create appropriate work procedure. Application of learned concepts and/or theories is necessary to accomplish a broad range of activities.

Personal Contacts

Contacts are with co-workers within the agency, SWA Board of Directors, employees of other federal, state, and local agencies, auditors, attorneys, contractors, other business interests, collection agencies, customers, and the general public.

Purpose of Contacts

The purpose of the contacts is to obtain, clarify, give facts, or exchange information directly related to the SWA. Contacts with customers and the general public often require exceptional tact and judgment, especially when dealing with delinquent customers. To ensure legal and

regulatory requirements compliance, the CFO/Office Administrator must frequently coordinate and effectively deal with supervisors, the SWA trust advisors, collection agencies, and attorneys.

Education and Experience

Requires a Bachelor's degree with a major in finance or accounting and a minimum of two years of professional finance or accounting experience. May substitute Bachelor's degree and minor in finance or accounting with equivalent accounting and supervisory experience. Must have experience with federal and state payroll tax forms.

Equipment

Personal Computer Calculator Telephone Vehicle Office Copier/Scanner

Non-Essential Functions

1. Knowledge of and experience with Microsoft Applications and Business Solutions.
2. Knowledge of and experience with video conferencing software.
3. Ability to drive automobile.
4. Handle visual aid devices such as videocassette recorder, slide projector and overhead projector.
5. Assist in maintenance activities.
6. Public interaction regarding easements or new customers.

Location and Work Hours

This position is located in Dickinson, North Dakota. Work hours are as needed to effectively carry out the duties and responsibilities described.

Level of Responsibility

The CFO/Office Administrator is supervised by the Manager/CEO. The person in this position supervises all administrative personnel. The CFO/Office Administrator also monitors the Board of Directors, Administration, and Customer Service budgets.

Salary

This is a full time, exempt position with a standard benefit package.

The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.