

**HEBER PUBLIC UTILITY DISTRICT**  
**REPORT TO BOARD OF DIRECTORS**

**MEETING DATE:** September 19, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Approve the Job Description for the Position of Finance Manager

**ISSUE:** Shall the Heber Public Utility District Board approve the job description for the position of Finance Manager?

**GENERAL MANAGER RECOMMENDATION:**

Approve the Finance Manager job description.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Finance Manager position is a previously established and filled position, however there was no record of the Board of Directors adopting the job description. This is a simple housekeeping action.

**CONCLUSION:**

As the position is filled and the job duties and responsibilities are current, it is recommended that the Board approve the Job Description for the Finance Manager position.

**ALTERNATIVES:**

- 1) Do not approve the Finance Manager job description.
- 2) Make changes to the Finance Manager job description before approval.
- 3) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,  
General Manager

Attachments: Finance Manager Job Description

**HEBER PUBLIC UTILITY DISTRICT  
FINANCE MANAGER  
JOB DESCRIPTION**

Adopted by Board of Directors – September 20, 2019

**JOB TITLE:** Finance Manager

**SALARY:** FY 2019-20

Position	Salary Period	1-Jul-19	
		Step 1	Step 2
Finance Manager	Monthly	6,405	6,533
	Annual	76,862	78,399
	Hourly	36.953	37.692

**DEFINITION:**

Under general direction, plans, organizes and directs the Districts financial activities and to do related work as required by the General Manager.

**EXAMPLE OF DUTIES:**

Working directly under the General Manager serves as department head of Finance. Directs the maintenance of the District's accounting system for all funds, grants, and projects. Prepares the District's financial reports for both interim and annual reporting, including preparation of the annual budget, as well as other reports required by Local, State or Federal Agencies. Supervises the preparation of payroll, accounts payable, accounts receivable, utility billing, business licensing, employee benefits, workman's compensation, and other related duties. Prepares applications and claims for various funding sources. Supervises the accounting, billing and other employees as assigned. Performs other financial duties as requested by the General Manager or Board of Directors.

**TRAINING AND EXPERIENCE:**

A Bachelor's degree in accounting is desired with a minimum of three to five years of progressively responsible experience, including supervision. Experience with computerized accounting systems required.

**KNOWLEDGE AND ABILITIES:**

Knowledge of governmental accounting, auditing, budgeting, taxation, fund investments, grants and purchasing systems and procedures is required. Ability to compile financial reports, make accurate revenue and expenditure estimates, plan, coordinate, and direct the work of accounting and clerical staff. Must have the ability to prepare reports, analysis and correspondence. Must have the ability to read and interpret State and Federal guidelines and laws affecting the operation of the District's finance department. Must have the ability to work with computers, including financial software. Must have the ability to work as a member of a team, including excellent interpersonal and leadership skills.

**HEBER PUBLIC UTILITY DISTRICT  
FINANCE MANAGER  
JOB DESCRIPTION**

Adopted by Board of Directors – September 20, 2019

**JOB TITLE:** Finance Manager

**SALARY:** FY 2019-20

Position	Salary Period	1-Jul-19
Finance Manager	Monthly	6,533
	Annual	78,399
	Hourly	37.692

**DEFINITION:**

Under general direction, plans, organizes and directs the Districts financial activities and to do related work as required by the General Manager.

**EXAMPLE OF DUTIES:**

Working directly under the General Manager serves as department head of Finance. Directs the maintenance of the District's accounting system for all funds, grants, and projects. Prepares the District's financial reports for both interim and annual reporting, including preparation of the annual budget, as well as other reports required by Local, State or Federal Agencies. Supervises the preparation of payroll, accounts payable, accounts receivable, utility billing, employees' benefits, workman's compensation, liability insurance, and other related duties. Prepares applications and claims for various funding sources. Supervises the accounting, billing and other clerical staff as assigned. Attends the Board meetings and performs other financial duties, as requested by the General Manager or Board of Directors.

**TRAINING AND EXPERIENCE:**

A Bachelor's degree in accounting, Business Administration, or related field is desired with a minimum of three to five years of progressively responsible experience, including supervision. Experience and or training in public agency accounting, payroll, budget preparation, spreadsheets software and computerized accounting systems is required.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the General Accepted Accounting Principles (GAAP) as set by the Government Accounting Standards Board (GASB), accounting, auditing, budgeting, taxation, fund investments, grants and purchasing systems and procedures is required. Ability to compile financial reports, make accurate revenue and expenditure estimates, plan, coordinate, and direct the work of accounting and clerical staff. Must have the ability to prepare reports, analysis and correspondence. Must have the ability to read and interpret State and Federal guidelines and laws affecting the operation of the District's finance department. Must have the ability to work with computers, including financial software. Must have the ability to work as a member of a team, including excellent interpersonal and leadership skills.