

Fort Bend County Water Control & Improvement District No. 2

Job Description

Job Title: Finance Manager

Department: Administration

Reports to: General Manager, AGM & Board of Directors

Effective Date: November 13, 2024

JOB SUMMARY

The Finance Manager provides highly responsible and complex financial and professional administrative support to District Management and the Board of Directors. This position will manage the finance activities and operations, which consists of accounting, payroll, accounts payable/receivable, revenue accounting, financial management investment, debt management, bond administration, purchasing and preparation of financial statements and management reports; budget preparation and administration to include short and long-range financial planning, revenue projections, bond compliance functions, and ensures financial reporting and procedural compliance with all applicable federal, state, and local regulations; as well as generally accepted accounting principles and government account standards.

EXAMPLE OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Plans, organizes, coordinates, and directs the operations of District finances, including financial records, budgets, computer systems, audits, investment portfolio, debt management, revenue forecasts, billing, capital assets, financial analysis and reporting, internal controls, bond reporting, and ledger and account reconciliation; monitors operations to assure compliance to state and Federal financial management regulations, District policies and goals, and government accounting standards.
2. Manages implementation and enforcement of financial policies and procedures, internal controls, best practices, and sound accounting principles.
3. Serves as principal advisor and expert on financial issues; exercises independent judgment within broad policy guidelines; evaluates and analyzes financial issues, interprets District policies and procedures, and advises on specialized areas of technical expertise.
4. Determines department objectives, and evaluates progress toward achieving goals; manages training for financial accounting system computer applications.
5. Manages the collection, analysis, and reporting of financial data; reviews technical documents and other records to evaluate data quality and accuracy; identifies and corrects errors and inconsistencies in documents and reports; directs coordination of financial programs, audits, and technical issues with state and regional agencies.
6. Analyzes operational information, evaluates trends, and assures financial issues are properly addressed and resolved; develops and presents reports and recommendations in public meetings.
7. Assist with preparing the District's operational budget process.
8. Supports the District's operations with regular and timely attendance.
9. Supports the relationship between the District and the public by demonstrating courteous and cooperative behavior when interacting with visitors and District staff; maintains confidentiality of work related issues and District information; performs other duties as required or assigned.
10. Multiple Bank reconciliations for depository accounts.

11. Reconcile all bank accounts; reviewing for input accuracy and prepare monthly reports and journal entries, as needed.
12. General ledger maintenance.
13. Administration of quarterly and annual reports and taxes, including year-end close processes.
14. Prepare monthly financial statements.
15. Maintain required business documents.
16. Oversees the preparation of annual 1099's and W2's.
17. Manage Annual Budget process and Audit processes.
18. Maintain financial document retention files.
19. Prepare and/or review of all expense reports for accuracy and proper expense disclosure.
20. Perform accounting requirements related to accounting for capital projects.
21. Execute accurate fund balance accounting processes
22. Assist with grant management
23. Performs related duties and fulfills responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Government/Financial Accounting Standards Boards (GASB/FASB), and Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, bond funds, and public debt management
- Legal, ethical, and professional rules of conduct for municipal finance officers
- Certification
- Bachelor's Degree in accounting, finance or similar with relevant experience, Master's degree and CPA are preferred
- Principles and practices of public sector administrative management, including applicable regulations, performance management, personnel rules, procurement, contracting, and project management.
- Techniques and practices for efficient and cost-effective management of resources.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger and account reconciliation standards

Ability to:

- Develop and implement accounting systems and procedures; Interpret and apply appropriate laws and regulations.
- Prepare financial statements, reports and analysis.
- Select, supervise, train and evaluate assigned staff

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- Communicate effectively verbally and in writing
- Operate a personal computer using related financial, accounting & MS Office software.
- Effectively handle multiple priorities and project coordination.
- Assist in developing, modernizing and implementing financial operations, including relevant business enterprise and billing software, purchasing processes and budgeting.

Physical Requirements/Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate. Visits to field may subject employee to loud noises, peculiar odors, and weather.

Selection Guidelines:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Bachelor's degree in accounting, finance, business administration or closely related field and at least four years supervisory experience in municipal administration; CPA and/or Master's degree highly desirable.

Supervisory Responsibilities:

This position supervises the payroll function, accounts payable, accounts receivable & financial reporting.