

TAHOE-TRUCKEE SANITATION AGENCY

Class Specification

Job Title: Finance and Administrative Department Manager

Department: Administrative Services

FLSA Status: EXEMPT

Revised as of: 09/2023

DEFINITION

Plans, organizes, directs and reviews the activities and operations of the Administrative Department including overseeing: accounting, and customer service (billing), purchasing, budget and other administrative functions; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

The Administrative Department Manager duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Administrative Department, as well as functional authority/responsibility for overseeing financial affairs, internal controls, financial systems, and numerous financial and administrative projects.

SUPERVISION RECEIVED AND EXERCISED

Reports directly to, and receives administrative direction from the General Manager. Responsibilities include broad direct management authority over a large and diverse group of supervisory, professional, technical, and support positions in the Administrative Department.

EXAMPLES OF DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Coordinates department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary correspondence.
- Manages all activities related to the Agency's general accounting function, including the maintenance of the accounting system, general ledgers, Agency-wide feasibility studies, cash receipts function, general and special project budgeting, fixed assets, payroll, account analysis, and preparing various ad hoc reports.

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- Manages the reconciliation of a variety of funds, ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Coordinates, supervises and prepares the Agency's annual financial budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments as needed.
- Assists with other departments to forecast and prepare annual financial budgets.
- Ensures that all financial records are properly accounted for and in compliance with Generally Accepted Accounting Principles (GAAP).
- Manages, directs and monitors accounting, customer service (billing), purchasing, budget and other finance and administrative functions; oversees activities including accounting, budget, long-term financing, investments, budget projections, internal/external audits, cash management, customer service programs, and purchasing.
- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Secures and manages the services of contractors and consultants in the performance of administration studies and projects; prepares and administers administration contracts and purchase agreements.
- Selects, trains, motivates and evaluates performance of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the department.
- Provides support to the Human Resources Administrator in the administration of employee benefits programs including health, retirement, workers' compensation, and deferred compensation as needed.
- Obtains insurances for the Agency including for vehicles, pooled liability, public entity property and Board Bonds and others as needed.
- Represents the department to outside groups and organizations; participates in outside community and professional groups and committees; makes presentations; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.
- Serves as acting General Manager, as requested.
- Performs related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles and practices of office administration including accounting, auditing and methods used in governmental accounting.
- Principles and practices of revenue and expense reporting.
- Principles and practices of safety and emergency procedures.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Operation of office equipment including personal computers, fax machines, copiers, printers, telephones, voicemail and e-mail systems, etc.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of customer service.

Ability to:

- Plan, direct and control the administration and operations of the Administrative Department
- On a continuous basis know and understand requirements and all essential aspects of the job; access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment; observe performance and review and evaluate staff; problem solve department related issues; remember various processes and requirements; and interpret and communicate policy, information and instructions.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Maintain accurate records and files.
- Organize, manage, review and monitor a variety of projects.
- Gain cooperation among staff and management team through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply Agency and department policies, procedures, rules and regulations.

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- Interpret and apply local, regional, State and Federal and Agency policies, procedures, rules and regulations.
- Understand and carry out oral and written instructions, and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance, exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishment of Agency goals, objectives and activities.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience that involved professional public accounting and financial analysis; including two years of administrative and management responsibility.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field, with an emphasis in accounting.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of a valid California or Nevada Class C Driver License is required.

PHYSICAL REQUIREMENTS

Work effectively at desk and in meetings for long periods of time; intermittently move, traverse and position self while performing duties; access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone; communicate through written means; and move or transport weight of 20 pounds or less.

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WORKING/ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Some duties expose the incumbent to outdoor conditions and to all weather conditions. Possible exposure to chemicals (dust, gases, liquids, solids, fumes), odors and noise. Position requires work both during and outside of regular business hours, as well as occasional weekend work and the ability to travel.