

**SOUTHEASTERN COLORADO WATER CONSERVANCY DISTRICT
POSITION DESCRIPTION**

TITLE: Finance Coordinator

DATE PREPARED: 12/24/09

UPDATED:

REPORTS TO: Executive Director

SALARY RANGE: \$55,500 to \$77,500

New Position

Exempt/Non-Exempt Status: Exempt

Update to Existing Position

SUMMARY DESCRIPTION

Under the general direction of the Executive Director provides for all the financial accounting, record keeping, and reporting functions for the District and its Enterprises. Establishes and oversees the annual budget(s) process. Conducts financial planning and analysis of District operations and analysis and accounting of the District's Bureau of Reclamation (Reclamation) repayment obligations. Manages financial investments and banking services. Oversees the annual audit and ensures the District's compliance with Colorado Budget Law. Audits and provides analysis of Bureau of Reclamation Project O&M expenditures. Prepares materials for Finance Committee meetings. Oversees the payroll, banking, and bookkeeping functions in support of the District's financial operation.

ESSENTIAL FUNCTIONS

FINANCIAL ACCOUNTING, RECORDING, AND REPORTING

Maintain accounting and administrative controls over revenues, obligation, expenditures, assets, and liabilities of the District and its Enterprises. Perform and direct the financial accounting, record keeping, and financial reporting functions of the District and Enterprises, including preparing financial statements and trial balances from the District's automated accounting system. Prepare and provide fair presentation in the District's general purpose financial statements of the financial position, results of operation and changes in fund balances for the General and Enterprise Funds, account groups and the combined and individual fund financial statements. Maintain accounting records in conformity with generally accepted accounting principles (GAAP).

Provide direction and guidance for managing cash, banking, and record keeping, short-term investments, accounts receivable, fixed assets, purchasing, payroll, employee benefits, travel reimbursements, Enterprises(s) reimbursements, automobile-use policy, accounts payable, and general ledger accounting functions of the District and Enterprise(s).

BUDGET PREPARATION/COMPLIANCE

Prepare annual budgets for the District and its Enterprises in conformance with Colorado Budget Law. Prepare annual revenue and expenditure trends analysis. Collects, verifies, and records assessed valuation figures from the District's nine counties, and determines annual mill levy limitations, "operating mill levy" and the "contract repayment mill levy" for the upcoming year. Work with Reclamation to verify annual property tax payment figures (contract repayment mill levy).

Provide for the public notice of the draft budget, coordinates the annual budget hearing, and assists in presenting the budget to the District Board and public.

SECWCD POSITION DESCRIPTION

Finance Coordinator

Conduct the certification of property mill levies process and monitors the collection of property tax revenues.

DISTRICT ADMINISTRATION

Prepare special financial reports, as needed, for the District Board and Executive Director. Provide support for the agency liaison and legislative duties related to financial matters of the District and Reclamation. Assist in preparing grant applications and provides accounting for grants.

Administer necessary bid process for the procurement of goods and services. Oversee and/or prepare request for proposals (RFP's), evaluates responses and make recommendations regarding vendor selection.

Prepares necessary materials for presentation of Finance Committee meetings. Prepare financial reporting and analysis materials for presentation to the Executive Director and Board of Directors.

Maintain all computer-based financial accounting and reporting systems, including software and hardware upgrades.

Perform other projects and administrative duties as needed or directed by the Executive Director to help ensure efficient and effective District operations.

FINANCIAL OVERSIGHT AND ANALYSIS

Monitor and assure the District's compliance with the financial provisions of the "Project Repayment Contract" and the Safety of Dams (SOD) Repayment Contract." Review and audit the Bureau of Reclamation Fry-Ark Project accounting of the District's payments. Maintain separate accounting and computerized records of all District and Enterprise payments to Reclamation.

Work with Reclamation in the preparation of the "repayment analysis" (USBR Fry-Ark Project Cost and Repayment Schedule). Review and audit Reclamation's costs and billings for the SOD Project. Review and audit Fry-Ark Project O&M expenses and provides quarterly reports to the Executive Director and District Board.

Assist in preparing the annual Fry-Ark Project O&M budgets in cooperation with Reclamation staff and District's Director of Engineering and Resources Management.

FINANCIAL PLANNING ANALYSIS AND MONEY MANAGEMENT

Assist in managing investments of District cash and reserve funds. Ensure investment activities conform with Colorado Law. Assist in developing and providing ongoing administration of a District investment policy.

Assist in monitoring the financial conditions of the District and offer analysis and recommendations.

SECWCD POSITION DESCRIPTION

Finance Coordinator

NECESSARY KNOWLEDGE AND SKILLS

Proven experience in financial management and accounting, and knowledge of fund accounting principles and practices, including generally accepted accounting principles. Knowledgeable in financial analysis and financial reporting procedures. Working knowledge of computerized financial accounting and office automation software, including Microsoft Excel, Business Works, Access, MIP Fund Accounting, and Microsoft Word.

Experience and knowledge of general budgeting procedure; performance and cost auditing procedures; and proper investment and cash management practices. Must possess the ability to make effective public presentations of financial/technical information, and communicate through business letters and reports in a professional manner.

Supervisory skills gained through practical experience. Excellent interpersonal skills to establish and maintain effective internal and external working relationships. Ability to work in small organization as team player.

MINIMUM QUALIFICATIONS

Undergraduate degree in accounting or financial management. Knowledge of generally accepted accounting principles and governmental accounting/auditing standards, advanced proficiency with Microsoft Excel. Five years of progressively responsible experience in accounting or auditing with at least two years of experience with a Certified Public Accounting firm preferred, and supervisory experience, over the financial accounting/analysis and budgeting functions of a public or private organization. A valid Colorado Class "R" Driver's License or equivalent. Work is performed in an indoor environment where interruptions are somewhat controllable. Work does not require standing and/or walking for long periods. Lifting, pulling, and/or pushing items (seldom in excess of 40 pounds) is infrequent. Must possess the ability to perform the essential functions of the position.

WORK DIMENSIONS

Physical Requirements

Good manual dexterity, eye-hand coordination and ability to use hands in quick, repetitive motion required to perform keyboarding applications and related computer-supported responsibilities a majority of the day and occasionally operate common office equipment such as telephone, fax, and photocopier. Ability to communicate and interact effectively one-on-one, as well as in public settings. Some light physical activity including occasional bending, squatting, walking, and lifting lightweight materials, up to 35 pounds. Ability to independently travel occasionally to local and in-state regional destinations required to attend meetings and functions.

Working Environment

Work is performed in a small office setting under the general direction and assignment of the Executive Director. Work volume can vary and is deadline driven. With guidance from the Executive Director, the Finance Coordinator works with the District's Finance Committee and Board of Directors on financial investments, record keeping, budgeting and reporting requirements. Work requires coordination and/or regular contact with internal staff and external contacts such as water users, banks, attorneys, and outside agencies, including the Bureau of Reclamation, to provide or obtain information and explanation.

SECWCD POSITION DESCRIPTION

Finance Coordinator

FINANCIAL ACCOUNTABILITY

Responsible for establishing and overseeing budgets, accurately reporting of all revenues and expenditures and for maintaining the District's financial investments and providing analysis information. Oversees and provides approval for the timely processing of all bank deposits, payroll processing, accounts payable, preparation and filing of tax reports and coordination of annual audit.

DIRECT REPORTS

Provides assistance to the Executive Director in hiring, training, evaluating performance, and provides input on other matters related to the District.

Nothing in this position description restricts the District's ability to assign, re-assign or eliminate duties and responsibilities of this position at any time. This position description reflects the District's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this position have been described. Those features may be changed at any time due to reasonable accommodation or other reasons deemed appropriate by the District.

APPROVED BY:

Executive Director

Date

RECEIVED BY:

Date