



## Position Description: Fiscal Administrator

Version: June 2, 2016

### Position Summary

The position serves as the Fiscal Administrator for a local government agency (an Oregon special district) with annual revenues exceeding \$2 million. The Fiscal Administrator is responsible for ensuring the organization is fully compliant with local budget law and regulations pertaining to public funds and state contracting law. This position supports the District's conservation mission through accurate recordkeeping, daily use of QuickBooks accounting software, review and management of contracts, administration of loan and grant agreements, assisting in the development of annual budgets, and providing financial guidance to the District's General Manager.

This is a full-time hourly position that is eligible for overtime. The position is located in the District office, in Oregon City, Oregon. Occasional travel is required.

The District requires satisfactory results for the following: degree verification, employment history, and driving record. The successful candidate must pass a post-offer criminal background check in order to be bonded. Any offer of employment is contingent upon review and acceptance of the policies and procedures contained in the District's Personnel Manual.

The District is an at-will employer.

**Compensation.** The starting wage range is between \$27.34 and \$38.28 per hour, based on education, experience, and wage history. Merit-based salary increases may be awarded after a six-month introductory period. Merit increases or bonuses may be applicable each July following an annual review. To account for inflation, salary and wage schedules for all District positions are adjusted in July of each year in accordance with the Portland-Salem, Oregon Consumer Price Index.

**Benefits.** Eight hours of wellness leave and eight hours of vacation leave are accrued each month from the first full month of employment, with time off for paid vacation available after six months according to a defined vacation leave policy. The District provides 90% of the cost of medical, dental, vision and life insurance premiums for the employee and family. A retirement plan is available through the District, with 7.5% paid by the employer and the employee may choose to contribute a percentage of earnings.



## Job Qualifications

The following qualifications are required:

- A Bachelor's degree with coursework in finance, accounting or business management
- At least five years' experience in responsible fiscal operation or management
- Proficiency using QuickBooks accounting software or equivalent computer-based fund accounting program
- Computer proficiency in Microsoft Office programs and databases
- Proven knowledge of standard accounting procedures and reporting
- Proven ability to work successfully in a team setting
- Proficiency in written and oral communications
- Valid driver's license with acceptable record (mileage reimbursed for job-related travel)
- Working knowledge of payroll procedures and administration of benefits
- The applicant must be able to be bonded by the District's insurer

Preference may be given for additional qualifications:

- Experience working for a special district or other local or state government
- Degree in accounting or business management, or an MBA
- Experience in conservation-based work
- On-the-job experience in government accounting and/or nonprofit accounting
- More than five years applicable job experience in fiscal operation or management

## Supervision of the Fiscal Administrator

This position is supervised by the District's General Manager. The employee in this position prepares financial reports for the District's seven-member elected Board, reports at Board meetings, and works with the Board's Financial Committee.

## Supervision by the Fiscal Administrator

This position does not supervise other employees.

## Major responsibilities

### Budget Development and Monitoring

- Assist the Budget Officer to ensure compliance with the Local Budget Law
- Provide support to the Budget Officer during the annual budgeting process



- Work with the General Manager to develop the budget message, budget calendar, and other pertinent documents
- Work with the General Manager and with Program Managers to develop a draft organizational budget and to develop budget revisions as needed
- Work with the staff and Board Treasurer to monitor and manage the organizational budget throughout the year reporting to the Board monthly

#### **Annual Audit and Year-end Financial Reporting**

- Work with an outside accountant to prepare six-month and annual financial statements and journal entries
- Coordinate with an independent audit firm and the General Manager to conduct the District's annual audit
- Provide all schedules and documentation required by the Auditor
- Respond to inquiries and recommendations from the Auditor
- Recommend improvements to reporting systems and internal financial controls to the General Manager and the Board
- Assist in development of financial policies and procedures

#### **Fiscal Development and Oversight**

- Make accounting entries and manage budget software; assist other employees who have posting responsibilities
- Assist the General Manager, Board, and the Finance Committee in development of financial policies and procedures
- Ensure that the District's financial activities are in compliance with current policy and law
- Monitor revenue and expenses and prepare reports for approval by the General Manager and the Board
- Maintain payroll and benefit records of staff and coordinate the District's payroll and quarterly payroll report development through a third-party payroll service
- Manage budget implementation through identified fund accounts
- Prepare the monthly voucher list and monthly financial reports for General Manager review and Board approval
- Work with the Treasurer in securing signatures for accounts payable
- Assist in the development of the Annual Work Plan section for financial administration
- Work with the General Manager and with Program Managers regularly to develop reporting mechanisms and maintain and oversee financial aspects of specific programs



### **Asset Management**

- Maintain records of office equipment and rolling stock and their depreciation schedules
- Manage fiscal responsibilities for the District's loan programs and prepare quarterly reports showing accrued payments due to the lending entity; prepare amortization schedules for loan recipients
- Coordinate with the General Manager in maintaining financial records for the development and care of the District's real properties
- Oversee the District's retirement plan
- Manage the District's cash accounts and investments under the direction of the General Manager

### **Contract and Grant Management**

- Assist the General Manager in the development of contracts, MOUs, IGAs, and other agreements
- Assist the General Manager in the preparation of RFPs, RFQs, or other procurements
- Be familiar with public contracting and finance laws, or have the ability to acquire that background
- Stay abreast of law and regulation changes and best practices applicable to public contracting
- Provide financial oversight of District grants from various sources; maintain records of revenue, expenses and performance requirements as detailed within the grants, and implement fund accounts to track progress
- Review budgets for grant requests prior to submittal
- Work with team members in developing budgets for projects supported by loans, grants, or other revenue
- Review applicable budgets before funding requests are presented to the Board

## **Job Conditions**

Work is performed primarily in an office environment and involves significant time sitting at a computer station, keyboarding, standing at a table, and using office equipment. Physical requirements include adequate vision and sufficient manual dexterity to operate a computer, and the ability to sit for long periods, to stand, and to lift up to 20 pounds, with or without reasonable accommodation. Regular work hours are between 8 a.m. and 4:30 p.m., Monday through Friday. Periodic travel to meetings, events, and trainings is required. Some evening and weekend meetings may occasionally require overnight stays of more than two consecutive nights. This position may occasionally require working outdoors on District programs and events, sometimes in inclement weather.



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**CONSERVATION DISTRICT**  
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## To Apply

Send a completed application, resume, and cover letter to 221 Molalla Ave Suite 102, Oregon City, OR 97045 or electronically to [lkilders@conservationdistrict.org](mailto:lkilders@conservationdistrict.org). The deadline to apply for this position is extended to June 24, 2016. All application materials must be received on or before June 24, 2016 by 4:30 p.m. If you have already applied, your application will be considered.