

POLICY TITLE
POLICY NUMBER:

JOB DESCRIPTION-DISTRICT ADMINISTRATOR

DEFINITION

Under general supervision of the District Manager. The District Administrator manages and coordinates the District's financial activities and operations including the following functions: accounting, financial reporting, perform professional accounting duties of substantial complexity, assist in the District's financial planning and budget processes, treasury and investment portfolio, financial systems (Quickbooks), and internal controls.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the District Manager. No direct supervision over staff.

IMPORTANT AND ESSENTIAL DUTIES

ACCOUNTING:

1. Responsible for administration and implementation of the District's financial, auditing, and accounting programs.
2. Manages all activities related to the District's accounting function, including the accounting system, accounts payable, accounts receivable, processing and issuance of checks, and cash receipts.
3. Maintains and reconciles a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; performs fiscal year-end and calendar year-end accounting system processing.
4. Prepares major changes to the chart of accounts; reviews the integrity of the general ledger in the financial information system.
5. Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements.
6. Prepares and maintains appropriate controls for capital assets, prepares reports for plant, property and equipment; verifies asset balances; investigates and resolves discrepancies; analyzes, gathers, and records capital fixed asset transfers and disposal entries, records annual capital asset additions and depreciation.
7. Process, calculate, and maintain records of a variety of payroll actions received via personnel action forms, including new employee, overtime hours, over certification pay, retroactive pay, benefits withholdings, wage garnishments, and final paychecks based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; prepares reports and payments for various tax, financial, and insurance organizations.
8. File State and Federal Payroll Reports.
9. Maintains and updates vendor W-9 information for 1099 year-end tax reporting and processing. Obtain certificate of insurance if necessary.

10. Receives and directs payments from the public, balances monies received, prepares receipts and bank deposits.
11. Prepares Manager approved cash disbursements to vendors and service providers for review and approval by the District Board.
12. Prepares delinquent item reports, initiates, and monitors delinquent processing.
13. Coordinates with District Manager Public Hearing scheduling for delinquent accounts.
14. Coordinates with County tax recorder's office delinquent assessments on property.
15. Coordinates with the District Manager the development, administration, and oversight of the District budget; prepares, calculates, and analyzes a variety of financial reports and data in the preparation of the annual operating and Capital budgets; recommends adjustments as necessary.
16. Retrieve all reports from County Recorder's website for monthly reconciliations.
17. Reviews and approves journal entries and bank reconciliations made by the District's accountant.
18. Completes all year end reconciliations and true ups for the annual audit, functions as the liaison between District and the external audit firm.
19. Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares year-end and special reports, including the State Controller's Financial Transactions Report and the Government Compensation Report.

COMMERICAL BILLINGS:

1. Annually orders Commercial Account Consumption Data reports from EBMUD
2. Calculates annual sewer service charges for commercial customers; maintains and updates commercial account; post water meter readings.
3. Reviews all receivable invoices for accuracy; ensures timely delivery to customers.
4. Monitors accounts, initiates collection of delinquent accounts, if necessary.

CONTRA COSTA COUNTY RETIREMENT ASSOCIATION (CCCERA)

ADMINISTRATION:

1. Advises District management and the Board on issues related to the retirement program; serves as the District's liaison with the Contra Costa County Employee's Retirement Association (CCCERA).
2. Process, calculate and maintain employee withholding contributions.
3. Calculate annual prepay for District's prepay contribution.
4. Report all address, name changes and position changes on the I29 report.
5. Report all new hires, terminations and leaves of absences on the I29 report.
6. Monthly, submit I30 wage report and any adjustment files, by due date, through the Employer Secure File Transfer Site.
7. Annually calculate true-up to balance to CCCERA's records.

8. Provide annual audit information as requested.

MEDICAL ADMINISTRATION

1. Designated as the District HIPAA Privacy Official.
2. Must abide by District HIPAA Compliance Policy 3020.
3. Process all employees & their dependents enrolled in the District's Anthem Medical Plan explanation of benefits (EOB's) and medical bills. Input on tracking sheet.
4. Determine responsibility for deductibles, co-insurance, reimbursements.
5. Process incoming bills in a timely manner.

UNION DUES

1. Process, calculate and maintain employee withholding contributions.
2. Submit Employer PRD Data Set when an employee's wages change.
3. Process monthly payment to Stationary Engineer's based on wages.

FLOATING DAY TRACKING SHEET

1. Update Floating Day tracking sheet after each payroll period, if necessary.

Knowledge of:

- English usage, spelling, grammar, and punctuation.
- Basic principles and practices of budget development, administration, transparency, and accountability.
- Principles and practices of generally accepted accounting principles, especially those issued by the Governmental Accounting Standards Board.
- The effective design, implementation, and monitoring of internal controls.
- Operational characteristics, principles and practices of financial record keeping and reporting.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- Proficiency in Microsoft Office suites software.

Ability to:

- Analyze, interpret, organize, and modify a high volume of data contained in spreadsheets or similar media.
- Oversee administration of all accounting functions.

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

MINIMUM QUALIFICATIONS

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of experience in a professional accounting capacity in the preparation and maintenance of accounting documents and records in municipal fund accounting, two of which included providing lead direction.

Education:

Equivalent to a bachelor's degree from an accredited college or university with major study in accounting or a related field.

Substitution for Education:

Four (4) years of additional qualifying advanced accounting experience as noted above may be substituted for the bachelor's degree.

Licenses and Certifications:

Possession of a valid California Driver's License is required.

OTHER

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve

data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical or chemical substances.