# Humboldt Bay Municipal Water District

**Business Manager – M3**

**Position Description**

**OVERVIEW**

This position is responsible for managing, directing, and supporting the District’s financial, accounting, human resource, risk management, and regulatory compliance functions.

This is one of three senior management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost effective delivery of water to the community. There is significant interface with employees, customers and the Board of Directors. In partnership with the General Manger and Superintendent, this position may also participate in strategic planning and initiatives.

**ESSENTIAL FUNCTIONS AND DUTIES**

1. **Leadership and Supervision**
2. Supervises financial, accounting, human resource, customer service and regulatory staff, including Regulatory Analysist (I/II), Accounting Specialist (I/II), and Accounting Tech’s (I/II)
3. Develops goals and objectives for the work unit, and work plans to accomplish them; Continually seeks opportunities to streamline and improve District processes to increase efficiency
4. Sets high expectations and leads by example
5. Trains, develops, and consistently supports staff; Ensures cross-training between administrative staff positions is maintained and on-going
6. **Financial**
7. ***Accounting*** - Responsible for Accounting functions including:
8. Maintenance of general and subsidiary ledgers and general journal entries; Responsible to supervise and review all activity in all modules within the accounting software.
9. Cash and other account reconciliations
10. Accounts receivable and payable
11. All bank, investment, and reserve accounts
12. Capital, depreciation, and inventory schedules
13. Creates monthly financial statements for review with Board of Directors
14. Establish a system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District’s auditor, ensuring compliance with same.
15. Acts as principle liaison with the District’s auditor during the annual financial audit process
16. All aspects of grant administration
17. ***Budget*** - Responsible for preparing the annual budget for operational and administrative expenses, projects, and revenues of the District; Responsible for presenting the budget to the Board for approval
18. ***Capital Improvement Plan*** (CIP) – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects; Responsible for grant administration.
19. ***Retail Water Business*** – Responsible for:
20. Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
21. Overseeing all contracted retail business functions (Fieldbrook) in accordance with current contract
22. Supervise the development of retail rate studies, assisting staff with justification, analysis, and proposal. Ensure rate increases meet all Proposition 218 requirements
23. **Human Resource/ Risk Management***–* Responsible for:
24. All Human Resources functions, including the hiring process, payroll, benefit administration and employee claims management
25. Risk management and risk transfer including insurance programs, contracting procedures, and claims processing
26. **Regulatory Program and Compliance**- Responsible for:
    1. Overseeing regulatory compliance and reporting
    2. Ensuring District is current and in compliance with all Local, State, and Federal requirements related to District operations
27. **Computer and Administrative Systems *–*** Responsible for:
28. Ensuring contracted vendor maintains administrative computer system and network in Eureka office
29. Supervises required updates to various software programs as needed
30. Oversees the maintenance of the District’s *Records Retention Policy* and maintenance of the filing system in accordance with the policy
31. **Process Improvements** – Responsible for:
    1. Analyzing, making recommendations, and implementing improvements in District’s payroll, accounting and utility billing systems as necessary
    2. Continually seeking to increase efficiency and improve workflow throughout all administrative processes
32. **Other Duties as Assigned**
    1. May provide back-up and perform duties of the General Manager when necessary
    2. May perform special projects and assignments with the Superintendent and General Manager
    3. Required to participate in Emergency Operations Center (EOC) activities during emergencies

**REQUIRED KNOWLEDGE, SKILLS, and ABILIITES**

1. Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
2. Strong verbal communication and presentation skills
3. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
4. Strong organizational skills
5. Ability to work well and collaboratively with others
6. Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
7. Office methods and procedures, including filing, record keeping and reporting systems
8. Strong working knowledge of desktop computers and systems, including intermediate-to-advanced proficiency in Microsoft Office applications
9. Subject matter expertise in accounting (especially governmental accounting), business, economics, finance, and human resources

**REQUIRED TRAINING AND EXPERIENCE:**

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

1. Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
2. Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

**SPECIAL REQUIREMENTS**

1. Must be able to:
   1. Understand and carry out oral and written directions;
   2. Communicate well with others, verbally and in writing;
   3. Work cooperatively and get along well with the Board, District staff, customers and the public;
   4. Think critically to address complex business and accounting assignments;
   5. Work independently and take initiative;
2. Possession of a valid California’s Driver’s license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District’s insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
3. Must be able to qualify for fiduciary bonding.
4. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

**ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position **is** considered “safety sensitive” in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination is intended to evaluate the applicant’s ability to meet the physical and health requirements for this classification. A person employed in this position must be able to:

1. Operate a variety of office equipment (computer, copy machine, etc.)
2. Sit for extended periods of time;
3. Perform minor physical activities which involve bending, lifting and reaching;
4. Operate a motor vehicle.