



ADMINISTRATIVE MANAGER
Salary Range \$92,000 to \$113,000 Annually

Summary

Under the direction of the General Manager, the Administrative Manager will perform a variety of professional accounting, budgeting, and auditing duties related to the preparation of financial documents, review of fiscal records, and monitoring of financial transactions in accordance with prescribed accounting systems and generally accepted accounting principles and auditing.

Essential Duties and Responsibilities

- Prepare, with input from all departments, the annual Operating Budget.
- Review and administer internal financial controls and provide documentation and support to an independent third-party auditor for the annual audit.
- Provide and ensure all Mello Roos and/or Community Facility District information, filings, and accounting are timely completed.
- Oversee preparation of accurate and timely District billings.
- Oversee accurate and updated records of utility meters and administer all aspects of automated meter read systems.
- Ensure the timely preparation and payment of all local, state, and federal government reporting requirements and tax filings, including but not limited to, excise and sales tax filings.
- Maintain all records for the KVFD 501(c)(3), including annual tax filings.
- Ensure the timely filing of all loan covenant obligations and make recommendations to the Board of Directors regarding repayment of debt.
- Review and supervise all USDA Rural Utilities Service annual filings.
- Oversee administration of District bi-weekly payroll, payouts, and bonuses.
- Administer new-hire paperwork including CalPERS, CA EDD, DMV and insurance filings.
- Administer and submit all SDRMA Workers Compensation payroll estimates & reconciliations.
- Annually adjust all rates, fees, and charges based on District rate studies and CPI indices.
- Administer employee housing charges and move-in/move-out paperwork.
- Prepare and ensure timely reporting of monthly financial reports and present them to the Finance Committee and Board of Directors.
- Assist in preparation, assembly, and distribution of agenda materials for Board meetings.
- Review requests for expenditures.
- Ensure that District safety, policy and regulatory standards are met at all times and maintain zero preventable accidents.
- Assist the General Manager, as directed, with all aspects of the District's policies, procedures, programs, and operations.
- Oversee all administrative Staff and provide support and guidance with the aim of achieving operational excellence.

- Evaluate the performance of administrative staff and recommend solutions to improve their productivity.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Maintain continuous awareness of administrative practices and recommend changes that increase the efficiency and economy of the District operations.
- Maintain files and documentation in accordance with company policy and Generally Accepted Accounting Principles.
- Maintain regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Handle calls from the public when other staff is not available.
- Performs other duties as required.

Qualifications Requirements

Knowledge of:

- Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) procedures.
- General ledger functions.
- Month end/year end close process.
- Microsoft Suite and accounting software.
- Administration skills.

Ability to:

- Foster good relations when working with the public regarding District services and complaints.
- Work effectively with individuals of differing backgrounds, knowledge, and skill levels.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Coach and develop others to help reach District goals.
- Provide innovative and creative approach to problem solving, planning, and implementation.
- Independently manage multiple projects and priorities.
- Plan and organize work to meet schedules and timelines.
- Be adaptable and able to perform under stress.
- Type 60 – 65 words per minute and perform 10-key by touch.
- Work effectively in a team environment with all levels of the organization.
- Be a self-starter with a self-motivating attitude.
- Perform complex mathematical computations quickly and accurately.
- Analyze Financial Statements to recognize trends.

Education and/or Experience

Education: Bachelor's degree from an accredited College or University with coursework in Accounting, Business Administration, Public Administration, or a related field.

Experience: Five years (5) accounting experience, with two (2) years in a management or supervisory capacity. Previous work in a public agency requiring the responsibility for the development and administration of the budget.

Or any combination equivalent to experience and education that could likely provide the desired knowledge and abilities.

Certificates, Licenses, Registrations

Must have a valid Class C or higher driver's license, and a clean DMV report

Physical Demands

- Have sufficient finger/hand coordination and dexterity to operate office equipment
- Regularly use a telephone for communication.
- Must be able to lift 25 pounds.
- Use office equipment such as computers and copiers, and office software such as Microsoft Office, PCS Billing Software and Sensus Analytics.
- Sit for extended time periods.
- Have hearing and vision within normal ranges with or without correction

Work Environment

- Inside environmental conditions.
- Inside lighting.
- Noise of an open floor plan.

Telecommuting is allowed. Housing is available.

Visit the KMPUD website for more information about the position, benefits, Kirkwood Meadows Public Utility District, and obtain a employment application. <https://www.kmpud.com/about/employment/>

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required.

Kirkwood Meadows PUD is an equal opportunity provider and employer.