

Job Title: Finance Manager
Reports To: Executive Director
FLSA Status: Exempt
Date: Rev. 6-2018

This position will report to the Executive Director and is responsible for managing all accounting, finance and banking functions for the CA-NV Section, American Water Works Association (“Section”), and works closely with the Executive Director to generate and track budgets both for internal purposes and outside funders. The incumbent will need to be a self-directive worker, with the ability to problem solve and learn quickly.

Summary. Responsible for the daily operation of the accounting and financial team and administers and supervises all functions of the Section’s finance department. Performs accounting and financial analyses and prepares and compiles budgets and financial reports. Establishes and maintains internal accounting controls and oversees preparation and submission of government tax forms and payments. Analyzes financial well being of the Section and makes recommendations for improved financial stability.

Essential Duties and Responsibilities:

- Provide strategic financial advice to the management team, Executive Committee & Board of Directors; and fundraising and audit committees as applicable. This includes monthly and annual financial statements and reports, with appropriate analysis and recommendations.
- Oversee annual budgeting in conjunction with the Executive Director; administer and oversee all financial plans in collaboration with the leadership team.
- Manage the overall accounting and bookkeeping for the organization including accounts payable and receivable, inventory and capital assets, banking, and payroll functions
- Maintain a contract and financial management reporting system, ensuring effective tracking and compliance systems against contract deliverables and obligations; develop, maintain and monitor policies and procedures to guarantee appropriate internal controls
- Prepare annual and quarterly submissions to the association.
- Work closely with the department and program managers to handle revenue for all development initiatives, including but not limited to:
 - Creating and monitoring all program budgets and related financial information;
 - Processing and tracking all forms of sponsorships and funding;
 - Producing revenue reports
- Interface with CPA firm to coordinate annual financial audits and oversee all 1099 and annual reports
- Provide monthly financial reporting and analysis of financial statements, including statement of activities, fund balance, and sources/uses of funds, to the Executive Director and, as requested, to the Board of Directors
- Provide administrative assistance to department managers for oversight of facility vendors and contracts, and aid in establishing and managing vendor accounts and relationships
- Manage Section's benefit and retirement plan.

Travel is required for this position, several overnight stays per year primarily within California and Nevada.

Supervisory Responsibilities

Directly supervises Accounting & Registration Specialist. Carries out supervisory responsibilities in

accordance with the organization's policies and applicable laws.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in finance, accounting, or related field and a minimum of 5 years of accounting and/or full-charge bookkeeping experience in a similar size organization. At least one year of supervision of other accounting staff. Thorough understanding of financial and accounting practices, procedures, and regulations. Knowledge of investments, financial research, and reporting. Understanding of information systems.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and group situations to customers, volunteer leaders, and other employees of the organization.

Mathematical Skills

Solid analytical skills; ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to compose charts and draw and interpret graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of MAS 90, QuickBooks accounting software; Microsoft Outlook contact management systems; Microsoft Excel spreadsheet software and Microsoft Word Processing software.

Other Skills and Abilities

Ability to meet deadlines and develop work schedules

Ability to handle multiple tasks and meet multiple consecutive deadlines

Ability to analyze and problem solve, flexibility in approach to problems and thought processes

Ability to interact, collaborate and thrive in a diverse workforce made up of volunteers and staff

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and listen and hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; use hands to

finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

My signature below indicates that I have read, understand, and acknowledged receipt of this job description. I understand that if I have any question at any time regarding any part of the above-stated responsibilities, I may contact my immediate supervisor. The information contained in this job description may be amended from time to time at the sole discretion of the Section.

Can you perform the functions of this job, with or without reasonable accommodations? ___Yes ___No
(An accommodator is any modification or adjustment to a job, an employment practice, or the work environment.) If no, please list accommodation required here:

Employee Signature/Date _____ / _____

Supervisor Signature/Date _____ / _____