



Orange County Cemetery District Job Description

Job Details	
Job Title	Finance & Accounting Manager
Reports To	General Manager
Salary Grade	\$6,727-\$8,827
FLSA Status	Exempt
Effective	March 2019

Summary

Describes the major purpose of this position and its role in the department and/or organization.

Under the general direction of the General Manager, the Finance & Accounting Manager is responsible for the day-to-day accounting and finance operations of the District. The Finance & Accounting Manager is responsible for managing, directing and integrating the functions and activities of the Finance Division, providing financial, accounting, budgeting and other services. The incumbent provides advice and strategic leadership to the General Manager and Board of Trustees. Responsibilities are broad in scope and involve highly sensitive and visible projects that require a high degree of confidentiality and management discretion.

Essential Functions

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

Duties and Responsibilities

1. Assists the General Manager by planning and organizing general business operations of the District; formulate, affect, interpret and/or implement management policies or operating procedures to expedite work flow and processes and to facilitate the implementation of policies and procedures.
2. Accounts receivables – Collects all receipts with payment; records in new Enterprise Resource Planning software program, match all totals; makes bank deposits; inputs deposit into new financial system for General Manager's approval and reconciles all deposits with month end reports.
3. Accounts payables – Receives all vendor invoices, confirm purchases with staff or General Manager, prepare documents for processing and check writing, reconcile with month end reports and back statements and maintain vendor invoice files.
4. Assists in the preparation and monitoring of the District budget. Prepares revenue and expense reports for all four District funds (General Operation, Endowment Principal, Endowment Income and Preneed) which are used for the budget and in reports to the Board of Trustees.
5. Prepares final closing of fiscal year and assists the independent auditor with the annual audit. Includes preparing reports, provides all documentation as requested, contact with County Auditor-Controller's office and other sources as required. Sets up files for new fiscal year.



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6. Participates in the development of long-term and short-term fiscal forecasting models. Monitors daily, weekly and monthly cash flow and recommends fund transfers as necessary to maintain appropriate fund balances.
7. Develop and maintain District's financial management system and records; acts as system administrator for the automated financial information system.
8. Prepare reports to the State Controller, County Auditor-Controller and other Federal, State or county agencies. Oversee the preparation of the Comprehensive Annual Financial Report (CAFR).
9. Supervises, training and evaluates subordinate personnel as assigned. Recommends the hiring of administrative and accounting personnel.
10. Participates in developing District finance organization, policies and procedures. Analyzes financial policies and procedures and recommends and implements changes. Interprets financial policies and procedures to subordinate personnel.
11. Research, compile and analyze data for special projects, studies and reports.
12. Enters records and receipts into application, confirming accuracy of payments and recording customer purchases and burial information.
13. Adhere to District policy and procedures and the California Health & Safety Code.
14. May be required to perform other related duties as assigned by the General Manager.

Job Requirements

Requirements for the satisfactory performance of each task.

Education

Describes the minimum education and training needed to perform this job.

Required	Bachelor's Degree from an accredited college or university in Accounting, Finance, Business Administration or related field
Preferred	Master's Degree in Accounting, Finance, Public Administration or related field.

Work Experience

Describes the type and minimum years of applicable previous work experience required to perform the job.

Required	At least five to seven (5-7) years of finance and accounting experience in a local government environment or equivalent related work experience.
Preferred	Previous work experience in a public or government agency

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required	None
Preferred	Professional Certification as a California Public Accountant (CPA), Certified Public finance Officer (CPFO) or Certified Government Finance Manager (CGFM)



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Supervisory Responsibilities	
Does this position directly supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Job titles of supervised positions:	Part-Time Accountant

Physical Factors				
<i>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.</i>				

	Continually 6+ Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing			X	
Walking			X	
Sitting	X			
Pushing/Pulling			X	
Climbing				X
Twisting				X
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	
Repetitive Movements		X		
Crawling				X
Reaching			X	
Talking		X		
Hearing		X		
Reading		X		
Writing		X		
Filing		X		
Typing		X		
Lifting/Carrying				
0-25 lbs			X	
25-50 lbs				X
Over 50 lbs				X

WORK ENVIRONMENT				
<i>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.</i>				

Office working environment	X			
Exposure to dust, fumes, chemicals				X
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions				X
Exposure to loud noise				X
Vibration/Impact				X
Heights				X
Risk of electrical shock				X



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Knowledge, Skills and Abilities

Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position

Knowledge of:

- Principles and practices of government accounting, auditing, budget preparation and control measures.
- Laws and regulations governing the accounting, budgeting and auditing activities of a government agency.
- Methods and techniques for record keeping and report preparation.
- Statistical analysis and its application to budget analyses and projections.
- Generally Accepted Accounting Principles (GAAP) as they apply to governmental agencies.
- Development and functionality of Accounting information systems.
- Principles and practices of revenue forecasting and investing.
- Public cemetery business operation

Ability to:

- Establish and maintain effective and cordial working relationships with District staff, the public and others encountered in the course of work
- Exercise confidentiality, tact, diplomacy and political acumen in dealing with highly sensitive political, public policy and community and employee issues and situations
- Analyze and interpret financial and accounting records.
- Prepare a variety of financial statements and reports
- Develop, evaluate, implement, maintain and recommend improvements to accounting and budget control procedures.
- Interpret, explain and apply applicable laws, codes and regulations.
- Operate a computer and a variety of word processing, spreadsheet and software applications, including financial and accounting programs.
- Make sound decisions with minimal supervisions.
- Communicate clearly and concisely both verbally and in writing.
- Effectively organize assigned tasks and work within deadlines.

Skill in:

- Accurately processing and recording accounting transactions and payroll
- Researching and reconciling discrepancies in transactions and between record keeping systems
- Using Microsoft Excel and Word
- Setting up and maintaining recordkeeping and filing systems