

Columbia Conservation District (CCD)

District Financial and Administrative Manager

Job Description

The District Financial & Administrative Manager will provide overall financial leadership, management and oversight, including business planning, budget development, financial analysis, strategic thinking and sustainability planning for all District programs. The Finance and Administrative Manager is responsible for higher level HR functions and reports to the District Manager and Board of Supervisors. The Finance and Administrative Manager ensures that all District financial, administrative, HR, and business operations provided are in accordance with applicable local, state and federal laws, regulations and policies.

PRIMARY DUTIES AND RESPONSIBILITIES

Accounting and Fiscal Oversight

- Oversee financial and business management activities for the District including financial leadership, budget development and monitoring and grants compliance.
- Manage and ensure the accuracy of all fiscal operations of the District, including but not limited to: BARS accounting, payroll, banking, accounts payable and receivable, investment strategies, invoicing, and personnel monetary reimbursements.
- Facilitate annual budget development to support the Annual Plan of work. Track annual budget and provide regular reports.
- Track use of all funds.
- Prepare the monthly program budget reports and Board Treasurer's Report; budget forecasting and analyses; provide and present relevant financial data through reports, spreadsheets, and/or graphics as requested by the Board and District Manager.
- Authorize expenditures and budget revisions, monitor budget, develop corrective actions and prepare supplemental appropriations.
- Oversee purchasing and procurement. Ensure compliance with all grant/contract restrictions and state and federal law.
- Work closely with the District Manager and Program Manager to ensure grant compliance and create and monitor all grant/contract budgets and grant/contract related financial information.

- Coach and support District programs and staff on budget administration management.
- Develop procedures for monitoring and analyzing District, program and project budgets, which allow accurate projection of expenditures and comparisons of actual and budgeted spending.
- Maintain all requisite financial documentation for third party grant and contract projects. Oversee the preparation of monthly and quarterly staff vouchers and appropriate funding entities for grants and contracts.
- Implement and utilize “Best Practices” methodologies as developed by the State Auditor’s Office to ensure regulatory compliance.
- Prepare and submit quarterly tax reports to appropriate local, state, and federal entities.
- Coordinate in annual internal audit, state audit, and special audits as required.
- Ensure proper segregation of duties and internal controls for all fiscal operations.
- Manage all time accounting duties to include payroll, billing time to grants, track annual, compensatory and sick leave per employee.
- Administer and implement policies and procedures for purchasing, contracting, regulatory issues and other finance activities.

Administrative and Operational Responsibilities

- Oversee, coordinate and monitor the administrative facilities, equipment, and operational functions and daily activities of the District.
- Oversee a standardized filing system for Conservation District records and ensures compliance with retention schedules for current files and archives.
- Serve as the Chief Public Records officer for the District.
- Prepare reports and data for the District Manager and Board of Supervisors and provide a wide range of administrative support to the District Manager as needed.
- Assist with facilities management including purchasing and contract negotiations for office equipment and maintenance agreement.
- Direct the preparation and distribution of meeting notices and records as required.
- Attend board meetings and assist in assembling and distributing all regular and special meeting notices, background materials and minutes.
- Support the preparation of Plans of Work and Reports of Accomplishment for submission to the Washington State Conservation Commission and other partners of the District.
- Assist the program staff with the administrative aspects of their respective programs and projects.
- Assist in all legal issues regarding contracts and agreements.

- Oversee all property insurance policies for the District through Enduris. Oversee annual inventory. Update all policies and property schedules on a yearly basis and as needed.
- Interpret and participate in the development of current administrative policies and procedures. Administer and implement policies and procedures for operations and administrative activities.
- Perform other tasks as needed by the District Manager and Board of Supervisors.

Human Resource Management

- Serve as HR Liaison, providing high level HR functions.
- In collaboration with the District Manager, develop, implement and administer human resource support including: personnel policies and procedures, position classification, position descriptions, staffing goals and objectives, staff training plans, performance evaluation processes and the compensation and benefits program.
- Participate in the investigation and evaluation of human resource issues and concerns and make recommendations on resolutions.
- Responsible for handling the District's PERS retirement accounts and working with each employee to maintain their accounts.
- Assist in recruitment activities, new employee orientation.
- Assist in handling all legal issues in conjunction with the District Manager regarding claims by employees, partners and/or Board members.
- Coordinate employee policy manual development, maintenance and updates as required by the District and applicable laws and regulations.
- Maintain District personnel files and various HR reports.
- Administer and implement policies and procedures for personnel and HR activities.

Program Leadership and Staff Supervision

- Develop overall goals for the Finance and Administration Program.
- Supervise staff as assigned to carry out the responsibilities of the District.
- Provide training and guidance on finances to staff as needed.
- Direct and/or analyze and assess District systems and make recommendations.

Office Duties

- Perform other duties as assigned by the Board.
- Perform duties under the supervision of the Director as needed.

- Serve as the acting Director in the absence of the Director.

Minimum Qualifications

A Bachelor's degree involving accounting & finance or other closely related field is recommended. Professional level experience in governmental accounting, state and federal grant administration, human resource and payroll, budget development, and public works contracting is preferred. Years of experience in related programs will be considered. Other requirements include demonstrated ability in organizational development, resolving issues and make recommendations, initiate and implement process improvements, responding to audits and implementing financial, administrative and policy changes, ability to work independently and as part of a team, demonstrated ability with multi-tasking and project management, and a valid, unrestricted driver's license. The ability to share the workload as a part of a small, closely coordinated team is critical.

Knowledge, Skills and Abilities Required

- Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.
- Knowledge of federal, state and local laws, rules and policies that directly affect conservation district governance and operations.
- Effective business administration, finance and human resource management, supervisory and organizational skills including the ability to support and guide staff development and manage grant/contract budgets.
- Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.
- Ability to assist with facilitating rigorous strategic planning and disciplined and timely implementation and update.
- Skills in organizing and expressing ideas in oral and written communication. Demonstrated interpersonal communication skills.
- Ability to effectively promote the District's vision, through both written and oral communication techniques to address groups, to prepare informational articles and work reports.
- Experience with meeting facilitation and conflict resolution techniques. Skills in evaluating procedures and modifying as necessary.
- Skill in carrying out clearly defined procedures.
- Demonstrated ability to assist in the development, implementation and administration of programs and projects from conception through completion.
- Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

- Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.
- Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.
- Ability to employ flexibility and creativity in the face of ambiguity and challenge. Ability to maintain confidentiality, to the extent allowed by law.
- Ability to take policy direction, draft procedures to comply with policy and ensure compliance with policy and procedures.
- Ability to meet deadlines, attend frequent meetings and travel as needed.
- Maintain a flexible schedule and to work outside an 8:00 am - 5:00 pm schedule as needed.
- Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.
- Ability to delegate to other employees. Ability to instill trust and build consensus.
- Ability to effectively handle multiple, complex issues in a timely manner.
- Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.
- Ability to understand the priorities of the organization.
- Ability to work collegially and collaboratively with diverse internal and external constituencies.
- Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.
- Strong Team Attitude and Approach - the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.
- Systems Thinking - the ability to focus on how an issue being reviewed interacts with the other components of our systems.
- Strong Customer Service Orientation -the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Performance Review

- Performance of each duty in this position will be evaluated against the requirements developed for this position after 90 days and yearly thereafter as deemed by the personnel committee for the Board of Supervisors and the District Policy Manual.
- This evaluation will be discussed and reviewed with the employee.
- Performance rating is an overall evaluation of performance in the judgment of the Board, and it will be the basis for any merit pay increases granted by the District Board.