

North Marin Water District

AUDITOR-CONTROLLER

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under general administrative direction of the General Manager, is responsible for the supervision and direction of the general office, fiscal functions, accounting and personnel programs. Serves as an officer of the District.

DISTINGUISHING CHARACTERISTICS

The **Auditor-Controller** assumes the full leadership and management responsibility for the Administration Department and organizes, supervises and directs the Consumer Billing Department, general office functions, meter reading, purchasing and warehousing, information technology, accounting functions, investment of District treasury, and consumer relations; recruits, interviews and assists in the selection of employees; maintains personnel records, job description and salary data; administers employee benefit programs.

SUPERVISION RECEIVED

Receives direction from the General Manager and the Board of Directors.

ESSENTIAL DUTIES (include but are not limited to the following)

Supervises accounting functions; prepares financial statements, budgets and special reports; maintains records of working capital and controls investments of surplus funds; maintains records of bond interest and redemption, tax receipts and bond servicing; administers special assessment districts; administers, analyzes and makes recommendations on insurance programs; establishes and maintains systems of internal control; advises and consults with General Manager on financial matters; coordinates the operations of his/her department with that of other departments.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Any combination of education and experience equivalent to graduation from college in accounting or business administration and five years of increasingly responsible business management experience.

Knowledge/Skill/Ability

Thorough knowledge of the principles, methods and equipment used in the maintenance of financial records; knowledge of the principles and methods of business office management; ability to plan and direct the work of an accounting and business management staff; ability to establish and maintain effective relationships with banks, vendors, contractors and the general public.

License/Certificate

Possession of a valid Class C California drivers' license.

Approved	CD
Date	1/25/08

Residency

Residence within 10 miles of the District's Service Area within 24 months following initial employment is required for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

Position requires working in a standard office environment and involves prolonged sitting, repetitive motion, walking, kneeling, squatting, stooping, turning, bending and upper body twisting in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data and using a computer keyboard. Additionally, the position requires near and far vision in reading statistical data and using the computer, and hearing is required when providing phone service. Incumbents may be required to lift files, papers and reports weighing up to 25 pounds.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."