



## MERIDIAN SERVICE METROPOLITAN DISTRICT Job Description

**Job Title:** Financial Services Manager

**Classification Number:** 10-002

**Reports To:** General Manager

**FLSA Status:** Exempt

**ACA Status (PT or FT):** FT

**Salary Range:** \$83,000 - \$106,000

**Summary:** Responsible for all financial procedures and accounting services, including; directing and overseeing the financial activities and maintaining financial records in compliance with federal, state, local, and professional requirements.

**Supervisory Responsibilities:** Oversees accounting department, budget preparation, and audit functions. Works with other District managers to monitor each department and make recommendations.

**Duties and Responsibilities** include the following. Other duties may be assigned.

- Directs the preparation of financial statements, balance sheets, and governmental agency reports
- Develops and maintains accounting systems and procedures for the District
- Provides necessary training for using accounting systems and procedures to staff.
  - Supervises the work of staff responsible for administration of all aspects of accounts payable/accounts receivable
  - accurately matching packing slips to contracts
  - preparing/mailling checks and supporting documentation according to District procedures
  - assists Accounting Supervisor when necessary, with monthly closing procedures for accounts payable; monitoring paperwork, invoices, correspondence and verbal communication with vendors
- With direction from General Manager, prepares annual budget for submission to the Board of Directors and maintains expenditures within the established budget
- Coordinates financial and budget activities
- Prepares financial documentation for annual audits
- Prepares and performs various journal entries to maintain the District's accounts
- Reconciles the District's bank accounts monthly
- Prepares and analyzes financial reports as required to comply with internal and external reporting requirements
- Monitors departmental budgets throughout the year and reports any significant deviations to management with analysis detailing the cause for the deviation and corrective actions necessary
- Maintains general ledger accounts and accurately records and analyzes revenues and expenses
- Compiles and finalizes year end reports
- Works with General Manager and other managers to coordinate planning and establish priorities for planning process

**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. Must possess or obtain upon hire, and maintain, a valid Colorado driver's license



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**Language Ability:** Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of financial accounting and spreadsheets. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should be proficient in database and accounting computer application systems and intermediate to advanced knowledge of common office productivity software; such as, Microsoft Office 365 with an emphasis on Excel.

**Education/Experience:** Associate's degree (A.A./A.S.) or equivalent from two-year college or technical school; and four to six years related experience and/or training; or equivalent combination of education and experience. Previous supervisory experience is required.

### **Knowledge, Skills and Other Abilities:**

- Excellent analytical skills
- Excellent management skills
- Written communication skills
- Oral communication skills
- Mathematical aptitude skills
- Excellent organizational skills
- Project Management skills
- Planning skills
- Public relations skills
- Time management skills
- Computer literacy skills
- Alpha and numeric keyboard skills

**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 sit, use hands, reach with hands and arms, see, talk and hear.

**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.