

JOB DESCRIPTION

FINANCE MANAGER

EAST CENTRAL SPECIAL UTILITY DISTRICT

SUMMARY: The Finance Manager is responsible to track and manage the districts' financial accounts and records along with implementing procurement procedures.

DUTIES:

- Maintain precise records of all vendor payments
- Research and approve new vendors and create new vendor accounts
- Responsible for paying and keeping records of all invoices
- Keep track of company credit card spending and make payments on credit accounts.
- Accurately document daily financial transactions.
- Prepare accounts for review on monthly, quarterly and annual basis
- Reconciling District's bank accounts, investment accounts and manage cash flow in accordance with District's policy.
- Enters, maintains and/or process information for payroll.
- Ensures proper processing of payroll deductions for taxes, benefits and other deductions.
- Monitor tax liabilities and ensure tax liabilities are paid on time
- Maintain District investments to assure maximum return to the district.
- Consult with the District Auditors as necessary to insure timely audit of District books and accounts on an annual basis.
- All other duties as assigned by management.

REPORTS TO: General Manager & Assistant General Manager

QUALIFICATIONS:

- Experienced with Accounts Payable/Procurement
- Knowledge of procurement and contract management standards, planning, solicitation processes procurement and contract monitoring and compliance practices.
- Ability to understand and interpret financial and cost accounting data.
- Knowledge of Federal, State and local laws, policies, procedures and regulations pertaining to procurement and contracts.
- Knowledge of accounting industry.
- Ability to establish and maintain effective working relationships with co-workers, vendors and contract service providers and the general public.
- Ability to maintain confidentiality of information.

BENEFITS:

- Health Insurance.
- Vacation and Sick Leave.
- Mandatory contribution as set by the Board of Directors to Texas County and District Retirement System.
- Voluntary Contribution to a 401K plan.
- Voluntary Supplemental Insurance