

CAMERON PARK COMMUNITY SERVICES DISTRICT
Finance/Human Resources Officer

(Exempt/Confidential)
 Administration Department
 Salary: \$43,911 - \$53,374 Annually
 \$3,659 - \$4,448 Monthly
 \$21.11 - \$25.66 Hourly
 Plus Benefits
 Salary under Review

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

COMMUNITY OVERVIEW:

The community of Cameron Park is located in the foothills of El Dorado County, on the west slope of the Sierra Nevada along U.S. Highway 50, about 30 miles east of Sacramento, California. The community is home to about 15,000 residents and covers an area of about 8.3 square miles. The Cameron Park Community Services District (CSD) administers fire and emergency services, parks, recreation, covenants, conditions and restrictions (CC&R's), lighting and landscaping, solid waste disposal and recycling.

DEFINITION:

Under supervision of the General Manager, plans, manages and organizes and directs the Finance, Human Resources, Information Technology, Risk Management and other related functions as required. Provides information to the public or other staff that requires the use of mature judgment. Maintains a high degree of confidentiality.

DISTINGUISHING CHARACTERISTICS:

The **Finance/Human Resources Officer** is the senior level class responsible for all functions and operations related to Finance, Human Resources, Information Technology and Risk Management. The Finance/Human Resources Officer assists with carrying out, reviewing, interpreting and coordinating District policies. This position supervises and directs work performed by part time employees.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies. The position requires a demonstrated ability to work successfully with staff, management, the Board as well as with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

SUPERVISION EXERCISED/RECEIVED:

Receives general direction from the General Manager. Incumbents in this position routinely exercise supervision over part time employees.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Reports directly to the General Manager and works with all departments. Manages the Finance, Human Resources and Information Technology operations of the District.
- Accepts responsibility for performing complex accounting functions related to financial statements, the preparation of journal entries for general ledger accounts, reconciliation of accounts, accounts payable, payroll, payroll benefits, accruals, and taxes. Knowledgeable of all functions and responsibilities of the Finance Department in order to train or lead other department staff, including backing up for absences.
- Performs a variety of financial reporting tasks, including prepares month-end closing and analyzes month-end reports for the general ledger; prepares reports and works with the auditor in gathering and interpreting data for their review, reconciling a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Works with staff to highlight revenue and expenditure trends to ensure budget compliance.
- Manages and coordinates all functions related to the District's finances including cash management, treasury, audit and control, procurement, payroll, accounts payable, fixed assets, vendor agreements, annual budget, internal control systems, records management, reporting and analysis, compliance with appropriate laws, ordinances and regulations and other related functions.
- Manages the District's fixed asset record-keeping and coordinate the preparation of a fixed asset report.
- Maintains a monthly task list to ensure critical department administrative tasks are completed on time.
- Administers Human Resources, including salaries, benefits and required employment documentation. Maintains a variety of confidential records and files.
- Manages the District's benefits programs, including proper participation in CalPERS and compliance with the District's CalPERS contracts and CalPERS regulations.
- Manages and coordinates all functions and operations related to the District's Information Technology including software, hardware, internet, telecom and other related functions.
- Manage the District's insurance programs for compliance, assures points for rate reduction are obtained for annual insurance renewal.
- Participates as a contributory member of the District Management team coordinating efforts with the General Manager and all other departments; attends meetings as assigned; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors, and other public agencies or groups, analyzes complex technical challenges and evaluates alternative solutions.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Finance/Human Resources Officer. A Bachelor's degree is required and a Master's degree is preferred. Experience in a government agency, special district, or with fund accounting is highly desirable.

License/Certificate:

Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Certificates in finance, human resources, information technology and public administration are highly desired.

Other Qualifications:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Must be able to pass a screening process to become bonded
- Drug Screening and DOJ Background check required.

Knowledge/Abilities/Skills:

(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)

Knowledge of:

Principles and practices of administering and directing a public department and related responsibilities including financial record keeping, report writing, and basic governmental accounting; principles and practices of budget development, budget administration and purchasing; cash handling techniques; basic principles of mathematics; principles and practices of records management and organizational effectiveness; applicable federal, state and local laws, codes and regulations; principles and practices of supervision, training, discipline, and performance evaluation methods and techniques of scheduling work assignments; principles and practices of records management and organizational effectiveness; standard office procedures, practices and equipment; modern office procedures, including word processing, spreadsheet, and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; ADA compliance, occupational hazards and standard safety practices.

Ability to:

Work independently and plan, direct, manage and coordinate the work of the Finance, Human Resources, Information Technology and Risk Management functions; prepare and administer a District-wide fund accounting budget; estimate time, materials and equipment needed to complete projects; keep accurate records; examine a wide variety of financial documents and reports; implement goals, objectives, and methods for measuring and evaluating achievement and performance levels; learn new complex software programs; perform mathematical calculations quickly and accurately; interpret, apply and make decisions in accordance with laws, procedures, rules, regulations, policies and guidelines; supervise, train, discipline and evaluate subordinates; read, interpret and record data accurately; analyze situations, project consequences of proposed actions and implement recommendations in support of goals; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe and enforce safety principles and work in a safe manner; work flexible hours, including evenings and weekends as business needs require; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including financial systems.

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

ADDITIONAL INFORMATION:

Finance/Human Resources Officer - full time (salary \$43,911 to \$53,374 – plus benefits, salary under review). Plans, manages, organizes and directs the Finance, Human Resources, Information Technology, Risk Management and other related functions as required. Provides information to the public or other staff that requires the use of mature judgement. Maintains a high degree of confidentiality.

For a detailed job description, flyer and application please visit:

www.cameronpark.org/about-cpcsd/jobs-cameron-park/

Applications are available Monday-Friday, 8:00 am - 5:00 pm at Cameron Park CSD, 2502 Country Club Drive, Cameron Park CA 95682.

RESPONSIBLE FOR:

Reviewing, interpreting and coordinating District polices, a variety of financial reporting tasks and managing budgets, audits, record keeping, payroll, benefits programs, insurance programs and information technology operations.

FILING DATE:

Open until filled.

File by **Monday, December 12, 2016, 5:00 p.m.** to be considered for the first round of interviews.

SUBMIT:

All submittal packets will be screened for completeness and possession of minimum requirements. Only completed packet submittals will be considered, which must include:

- Cover letter; and
- Resume; and
- Completed CSD job application (online at www.cameronpark.org/about-cpcsd/jobs-cameron-park/).

Submit completed packets by:

FAX – (530) 677-2201

or

Email – admin@cameronpark.org

or

U.S. Mail or in person -

Cameron Park Community Services District

Attention: Mary Cahill, General Manager

2502 Country Club Drive

Cameron Park, CA 95682

PLEASE DO NOT SEND EMAIL REQUESTS FOR INFORMATION - FOR INFORMATION CALL:

Mary Cahill, General Manager – (530) 677-2231