



TAMALPAIS COMMUNITY SERVICES DISTRICT

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JOB TITLE: Finance Manager

	WORK TEAM LEADER: YES	LOCATION: TAMALPAIS VALLEY, MILL VALLEY, CA 94941
TYPE: FULL TIME; EXEMPT; NOT ELIGIBLE FOR OVERTIME; SALARY DEPENDS ON EXPERIENCE	REPORTS TO: GENERAL MANAGER	SHIFT: 8AM-4:30PM M-F

PURPOSE: TCSD is responsible for sanitation, solid waste and parks and recreation services for the Tam Valley area. The Finance Manager should be organized, self-motivated, flexible, and ready to start the position immediately. This position oversees and implements all TCSD financial matters.

GENERAL DESCRIPTION:

The Finance Manager is under the supervision of, and reports to, the General Manager. This position is responsible for overseeing and implementing all financial, budgeting, and accounting matters for the TCSD, which is an independent local government agency.

The Finance Manager's services are provided in a safe, courteous, efficient manner in compliance with State and Federal regulations and District policies. The Finance Manager must provide excellent customer service to internal and external District customers.

The Finance Manager conducts themselves in a professional, courteous, business-like manner with the public, the District Board Members, District Commissions, fellow employees, contractors, and vendors. The Finance Manager behaves in an ethical manner with integrity and honesty, is an example to others and displays loyalty to the District and supports its mission and vision.

The work environment involves District offices that are not air conditioned. The Finance Manager may be exposed to various levels of noise and vibrations associated with trucks and other machinery. They may also be exposed to various odors.

ESSENTIAL DUTIES:

- Perform and oversee a broad range of highly responsible fiscal analysis, accounting, and financial systems functions, including accounts payable, accounts receivable, payroll and taxes, benefits, retirement, general journal entries, financial reporting; prepare, track and manage budgets
- Prepare monthly, quarterly, and year-end financial reports, and work with financial auditors
- Customer billing through the Marin County Tax Process, direct bill some customers excluded from the County tax bills, and maintain customer files

- Prepare forecasts, schedules, narratives of TCSD financial data for budgeting, tracking and compliance purposes
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner
- Reconcile transactions and account statements, record changes and resolve differences
- Process vendor invoices for payments, including check preparation, maintaining vendor files and reconciling discrepancies
- Process cash and check deposits and credit card receipts, allocates revenue to appropriate accounts receivable

GENERAL EXPECTATIONS AND CUSTOMER SERVICE

- Interacts cordially with fellow employees, Board Members, Commissioners and the public
- Maintain electronic and paper files as required for records retention and communication
- Complete assignments in an efficient, timely, and effective manner
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

- Broad and deep experience with local government finance and general accounting principals – accounts payable/receivable, bank reconciliations, employee payroll/benefits/withholdings, audit process, managerial reporting, budget development, tracking and reporting
- Have and maintain updated knowledge of, and be able to interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations
- Self-motivated with the ability to work independently with minimal supervision as well as work with other staff members
- Ability to supervise part-time staff or staff assigned to Finance part-time
- Ability to acquire public records and information related to department services
- Expert level experience with Windows, Excel, and QuickBooks
- Able to complete daily responsibilities and simultaneously manage long-term projects
- Excellent organizational and time management skills
- Strong interpersonal communication skills and customer service oriented
- Thorough knowledge of the English language. Ability to communicate well verbally and in writing with the public and fellow employees
- Baccalaureate degree
- Ability to follow instructions
- Ability to speak clearly and distinctly
- Ability to think clearly, thoroughly and objectively
- Ability to problem solve
- Ability to assist customers by achieving mutual understanding

SALARY DEPENDS ON EXPERIENCE WITHIN THE RANGE OF \$87,000 to \$120,000 ANNUALLY, WITH BENEFITS. FOR MORE INFORMATION ABOUT TCSD, PLEASE VISIT OUR WEBSITE AT WWW.TAMCSD.ORG.

Please email a resume and cover letter to info@tamcsd.org , first review of submissions will begin on November 1, 2019.