

**EAST NILES COMMUNITY SERVICES DISTRICT**  
**Essential Function Job Description**

- I. Position Title: Office Manager/Controller
- II. Employment Classification: Exempt
- III. Department: Office
- IV. Reports to: General Manager
- V. Fundamental Objective: Supervise and responsible for directing the District's accounting functions. These functions include establishing and maintaining the District's accounting principles, practices, procedures, and initiatives. Demonstrate expertise in a variety of the field's concepts, practices, and procedures. Rely on extensive experience and judgment to plan and accomplish goals. Supervise all office work and perform a variety of tasks.
- VI. Level of Supervision Required: Limited
- VII. Supervisory Responsibilities: All District office personnel.
- VIII. Essential Job Duties and Responsibilities:
  - A. Supervise all office staff and coordinate work assignments.
    - 1. Lead and direct the work of office staff
    - 2. Process personnel reviews for office staff.
    - 3. Maintain schedules for office staff.
    - 4. Insure proper training for office staff, as needed.
    - 5. Address office staff's complaints and concerns.
  - B. Perform all aspects of accounting.
    - 1. Perform all accounts payable functions.
    - 2. Oversee accounts receivable and prepare and file monthly cash reports.
    - 3. Prepare payroll for processing and maintain all payroll and payroll tax reports.
    - 4. Reconcile the District's general ledger and bank statements.
    - 5. Prepare the annual budget and other monthly and annual financial reports, and present findings and recommendations to General Manager.
    - 6. Prepare and file all month-end and year-end journals.
  - C. Create all District correspondence and reports per the General Manager's direction.
  - D. Work with General Manager on special projects, as needed.
  - E. Handle all overflow work such as filing, mail, telephones, customer service, cash drawers, bank deposits, work order requests and billings, as needed.
  - F. Prepare all 1099's annually, in a timely manner.

- G. Work closely with Auditor during year-end audit and meet with Vendors and Customers.
- H Prepare and submit reports to Kern County Auditor-Controller for Special Assessments to be placed on customer tax roll.
- I Prepare and maintain reports of customer's deposits on file and issue refunds when required.
- J. Keep track of new meters scanned into inventory.
- K. Prepare letters to property owners regarding delinquencies and submit report of unpaid delinquencies to be placed on Kern County's tax roll(s) for collection.
- L. Prepare and transmit monthly and/or annual state reports.
- N. Perform other tasks as directed by the General Manager.

IX. Marginal Job Duties and Responsibilities

- A. Prepare Board of Director packages and attend all board meetings and committee meetings.
- B. Maintain accurate records and move files to storage, when necessary.
- C. Mail notifications to customers, as needed.
- D. Maintain the District's office supplies, as needed.

X. Minimum Qualifications

- A. Requires a Bachelor's degree in Business Administration with a concentration in Accounting or Finance.
- B. Three years of experience in the accounting field with supervisory experience.
- C. Computer software knowledge such as Microsoft Word, Microsoft Excel and accounting software systems.
- D. Type 30 wpm.
- E. Knowledge of 10-key operations.
- F. Analytical skills to identify problems and opportunities and review possible alternative courses.
- G. Problem solving skills to develop feasible realistic solutions to problems.

- H. Requisite reading, mathematical, written language and communication skills in order to perform the essential functions of the job as listed in Section VIII.
  - I. Creative decision making to evaluate or make independent decisions.
  - J. Ability to comprehend and to follow instructions.
  - K. Time management skills to set priorities in order to meet assignment deadlines.
- XI. Essential Position Requirements
- A. Operate computer to perform all major functions of the job. (F)
  - B. Use accounting software for accounts payable and receivable. (F)
  - C. Use calculator to perform daily calculations. (F)
  - D. Use telephone system to communicate with customers. (F)
  - E. Use office equipment (i.e. copy machine, fax, printer), as necessary. (F)
  - F. Use office supplies, (i.e. stapler, tape, pens, pencils, etc.) daily to perform all functions of the job. (F)
- XII. Marginal Position Requirements - None
- XIII. Essential Physical Requirements
- A. Body Position and Movement
    - 1. Prolonged sitting while performing all essential job duties. (F)
    - 2. Reach for all office supplies. (F)
    - 3. Turn/twist to operate the District's computer systems. (F)
  - B. Object Manipulation
    - 1. Operate computer for data entry – requires use of fingers, arms, and hands. (F)
    - 2. Operate calculator – reach, use fingers to push keys. (F)
    - 3. Use office supplies on a daily basis – requires fingers, hands and arms. (F)
  - C. Simultaneous Object Manipulation
    - 1. Talk on the telephone while locating customer files on database. (F)
  - D. Environmental Demands
    - 1. Working inside. (F)
    - 2. Working alone or closely with others. (F)

XIV. Marginal Physical Requirements

- A. Body Position and Movement
  - 1. Stand when processing various functions of the job. (O)
  - 2. Walk to warehouse and office. (O)
  - 3. Reach for all office forms on shelves. (O)
- B. Object Manipulation – None
- C. Simultaneous Object Manipulation – None
- D. Environmental Demands
  - 1. Driving automotive equipment. (S)
  - 2. Exposure to excessive noises. (S)

# EAST NILES COMMUNITY SERVICES DISTRICT BENEFITS

## GROUP INSURANCE BENEFITS

Full-time Exempt and Non-Exempt employees, as well as part-time employees who are regularly scheduled to work 30 or more hours per week, are eligible for participation in the group insurance plan on the first of the month following completion of 60 days of service. While the District provides group insurance, an employee may be required to pay a portion of the group insurance for health, dental, and vision. The percentage of the cost of the group insurance plans to be paid by the employees is as determined by the Board of Directors of the East Niles Community Services District on an annual basis. The cost of employee coverage for life insurance is also paid for by the District; however, if an employee wishes to have life insurance for their dependents, the premiums for same must be paid by the employee, through payroll deduction.

## AFLAC BENEFITS

The District offers a variety of AFLAC plans for the employee or their dependents at 100% cost to the employee, available through employee payroll deduction. Policies available from AFLAC include: cancer, accident, specified health event, short-term disability, personal sickness indemnity, and hospital confinement indemnity. All payroll deductions for coverage, with the exception of short-term disability, will be taken on a pre-tax basis, as allowed by the IRS. Participation in AFLAC during any leave of absence is voluntary. AFLAC benefits invoiced through the District shall terminate based upon the last deduction received from the employee, at the time of separation. Former employees are able to convert any AFLAC plan into a private policy upon separation from the District, if desired.

## VACATION BENEFITS

Vacation benefits are provided to regular, full-time Exempt and Non-Exempt employees for their rest and relaxation. These employees begin to earn vacation benefits, as follows:

YEARS OF EMPLOYMENT	MONTHLY ACCRUAL RATE
Completion of six months of service through 5 <sup>th</sup> anniversary	6.67 hours/month (10 days/year)
5 <sup>th</sup> anniversary date through 12 <sup>th</sup> anniversary date	10.00 hours/month (15 days/year)
12 <sup>th</sup> anniversary date and forward	13.33 hours/month (20 days/year)

## HOLIDAY BENEFITS

All full-time employees will receive holiday benefits at their normal hourly rate for the following holidays, if the holiday falls on their scheduled workday or day a holiday is observed by the District and as subject to the restrictions described below:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve (one-half day)	December 24
Christmas Day	December 25
New Year's Eve (one-half day)	December 31

# **EAST NILES COMMUNITY SERVICES DISTRICT BENEFITS**

## **SICK LEAVE BENEFITS**

### ***For Full-Time Exempt and Non-Exempt Employees***

The District provides full-time Exempt and Non-Exempt employees with eight (8) hours of sick leave benefits per month, upon hire.

## **457 DEFERRED COMPENSATION PLAN**

The District offers a 457 Deferred Compensation Plan to all full-time employees. The terms and conditions of the 457 Deferred Compensation Plan are controlled by the Plan Document.

## **PENSION PLAN**

The District provides a Pension Plan for each employee. This plan provides for each employee to be covered on the anniversary date of the plan year (July 1 or January 1, whichever is the first day of the seventh month of the Plan year), provided they have completed at least one year of service and have attained 21 years of age. Thereafter, interest in the funding (vested interest) will be on a percentage basis per year for six years according to a vesting schedule. At the conclusion of six years an employee will be 100% vested and all funds deposited on their behalf by the District, plus any interest earned will belong to an employee.

The District places 9% of an employee's monthly base pay into this Money Purchase Pension Plan each month. Employees contribute nothing to the plan. These funds are not taxable when deposited, but employees will be required to pay both State and Federal Income Tax when the funds are withdrawn.