

**Finance / Office Manager  
Business Office Department**



**Full-Time/Exempt  
Career Range: \$3,838.96- \$6,051.57/per pay period**

South Fort Collins Sanitation District

Revision Date: October 2022

Approved by General Manager: *EB*

Approved by Human Resources: *JD*

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**General Purpose:**

The Finance / Office Manager is a professional and administrative position responsible for planning, coordinating, administering, and managing front-end office personnel in support of South Fort Collins Sanitation Districts' financial, billing, business office operations, and safety processes. Reports directly to the District Manager.

**Essential Functions:**

- Directs the overall financial activities of the District, including budget, accounting, payroll and other financial activities.
- Manages, supervises and directs the activities and functions of assigned staff (customer service, billing and Accounts Receivables (A/R), Accounts Payables (A/P), sewer tap, payroll and front desk administration).
- Oversees payroll functions, ensuring employees are paid accurately and on time. Works with the third-party payroll service to confirm that compliance with all wage and payroll laws are being performed accurately.
- Guides, trains and develops employees in the accomplishment of their duties. Schedules employee training.
- Safeguards the District's assets and regularly and accurately reports its financial status.
- Analyzes data and prepares reports for management including timesheets, expenses, assets, and other items of financial and management interests.
- Manages multiple human resource activities, including compliance with employment laws and regulations, benefit programs (including open enrollment), employee Personnel Manual, and Safety Program administration.
- Ensures regulatory compliance and reporting in areas of responsibility (financial, 1099, etc.).
- Strategically plans for the future, including cash flow preparation and analysis.
- Ensures compliance with the Colorado Calendar of Statutory Deadlines.
- Coordinates the issuance of bonds and other debt instruments.
- Works with outside auditors on the annual audit of the financial statements.
- Works with consultants on rate setting.
- Performs employee compensation analysis and develops the Districts' pay plan.
- Performs business case analysis for staffing, vehicles, equipment, and similar and provides recommendations for the General Manager and Boards' considerations.
- Ensures compliance with state and federal records retention requirements.
- Performs designated Election Official responsibilities and coordinates the bi-annual Boards of Directors' election.
- Other duties as required and necessary to ensure the success of the Districts'.

**Supervisory duties:**

- Directly manages accounting, customer service, billing and business office staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning and directing work including goal and direction setting, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

**Economic responsibility:**

- Manages the Districts' funds in an accountable and business-like manner, ensuring that costs are consistently reviewed and contained, including ensuring all tools, equipment, clothing allowances, transportation reimbursements and travel costs are maintained and within District guidelines.
- Manages staff time, including on call, overtime, and compensatory time in an economically efficient manner.

**Knowledge, skills and abilities:**

- Ability to consistently promote, support, work, and act with an expectation of agency in a manner in support of the District's mission, vision and values.
- Policies, procedures and goals of the District.
- Accounting, budgeting, financial reporting, purchasing, auditing, and bookkeeping policies, goals and procedures.
- Theory, principles, practices of automated accounting and methods of governmental accounting including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements and pronouncements.
- Federal, State and local statutes and resolutions specific to financial, human resources and accounting requirements related to the industry.
- Fair Labor Standards Act (FLSA), Internal Revenue Service (IRS), Equal Employment Opportunity (EEO), Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and federal and state requirements.
- Overseeing and performing special accounting and audit processes and complex mathematical computations and accounting tasks.
- Planning, organizing, assigning, and coordinating the activities of a professional and technical staff.
- Develop, recommend, implement and evaluate policies and procedures.
- Supervise and direct employees, monitor departmental operations and customer service to ensure quality control, and to identify and resolve deficiencies.
- Research, evaluate, and implement new methods and techniques for operational improvement.
- Communicate effectively orally and in writing with various audiences.
- Respond with tact, composure, and courtesy when dealing with difficult situations.
- Consult with others in the department and interpret printed or electronic data daily.
- Ability and maturity to perform assigned tasks unsupervised throughout an eight (8) hour day.

**Additional Requirements/Licenses/Certifications:**

- Certified Public Accountant (CPA) license is strongly preferred.
- Must have reliable transportation.
- Must have a valid driver's license.

**Materials, software and equipment directly used:**

- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

- Microsoft Office Suite, Billing software, A/P software, sewer tap, document imaging software, 3<sup>rd</sup> part payment processing, telephone, cell phone.

**Physical Activities:**

*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.*

- While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to reach for and lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- Work primarily involves a high degree of visual and/or mental concentration.
- Light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and / or 10 pounds frequently.

**Education:**

- Bachelor's degree in Accounting, Finance or Business Administration or similar is required.

**Experience:**

- Must have five (5) years of experience with accounting, billing, and payroll software.
- Preferred five (5) years of experience in increasingly responsible management positions.
- Preferred two (2) to five (5) years of experience in human resources including but not limited to benefits and workers compensation claim administration, employee relations, and employee discipline.
- Preferred experience in a small office atmosphere where multi-tasking is necessary is preferred.
- An equivalent combination of education and experience may be substituted on a year for year basis.

**Working environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Work is generally performed in an indoor, professional office environment.
- Travel to conferences, meetings and branch locations on a regular basis is necessary.

*Passing a driving record (MVR) and criminal history background checks will be required prior to the start of employment.*

I have read this Job Description, asked for clarification of any items that are unclear to me, and agree to fulfill my duties as outlined. I understand that this is not all-inclusive, and that I will be responsible for performing other duties as assigned. I understand that this does not constitute a contract of employment and that either the company or I may terminate my employment at will, with or without cause.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature