

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **Budget / Debt Administrator**

GRADE LEVEL: M8

SUPERVISOR TITLE: CFO / Treasurer

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA

DEFINITION

Under general direction, coordinates and participates in the development and execution of debt issuance and administration, including continuing disclosure and arbitrage calculations for both direct District and Land Secured Financings. Develop the annual operating and capital budgets, develop organizational wide budgetary processes, monitor budget results, and develop budgetary reports. Interact with departments, lead ERP business process improvements and provide related finance/accounting duties as required

CLASS CHARACTERISTICS

This is a professional level classification with responsibility for planning, organizing and managing multiple programs and functions. Duties may include performing the most difficult and complex tasks assigned to the work unit. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution. Positions at this level typically report to an assigned department head. This job classification is represented by the Rancho California Water District Managers Professional Confidential Employees Association (RCWD MPCEA) bargaining unit

EXAMPLES OF DUTIES (Duties may include, but are not limited to, the following.)

- ✎ Interact with legal and bond counsel, financial advisors, underwriters, rating agencies, banking institutions and others involved in the issuance of District Debt and Land Secured Financings
- ✎ Coordinates and participates in the periodic issuance of long-term debt and coordinates the preparation of the legal offering documents
- ✎ Reviews legal documents for compliance with disclosure requirements and ensures that on-going disclosure requirements are fully met
- ✎ Coordinates arbitrage tax liability calculations for outstanding debt issuances
- ✎ Ensures all debt is recorded properly in the District financial records and that all debt service payments are made correctly and timely
- ✎ Coordinates annual budget schedule; develops and optimizes organization wide budget process
- ✎ Administer the District's budget; develop budget monitoring reports and prepare budget projections and analyses, implement mid-year and year-end budget adjustments
- ✎ Maintains and reconciles Capital Improvement Project Budgets within the Districts financial systems
- ✎ Serves on organization wide project teams for software enhancements and process improvements
- ✎ Recommend, implement, and ensure compliance with operational policies and procedures, as well as sound accounting, budgetary and debt management principles
- ✎ Perform various complex fiscal calculations
- ✎ Perform miscellaneous general accounting duties as assigned
- ✎ Respond to requests for information from the public, outside agencies, and District staff
- ✎ Operate a personal computer including word processing, spreadsheet, and financial system software
- ✎ Provide professional level staff assistance to higher level management staff
- ✎ Prepare a variety of memoranda and correspondence
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Advanced principles and practices of governmental accounting and fiscal administration
- ✎ Public sector budget administration techniques

- ✎ Tax exempt financing and Land Secured Financing techniques
- ✎ Applicable laws, regulations, and codes including those related to public sector fiscal management and assessment district administration
- ✎ Modern office methods and procedures
- ✎ Common spreadsheet and word processing computer applications

Ability to:

- ✎ Gain cooperation through discussion and persuasion
- ✎ Conduct highly complex financial analyses and prepare clear and concise financial analysis and reports
- ✎ Interpret and apply policies, laws, and regulations related to fiscal administration
- ✎ Operate standard office equipment including a personal computer
- ✎ Prepare detailed reports, memoranda, and correspondence
- ✎ Establish and maintain effective working relationships with others
- ✎ Communicate effectively, both verbally and in writing

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Five (5) years of professional accounting experience

Training: Equivalent to a Bachelor of Arts Degree with major course work in accounting, business administration, or a related field

Licenses and Certificates:

- ✎ California class C driver's license, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Communicate verbally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings
- ✎ Regularly use a telephone for communication

-  Sit for extended time periods
-  Hearing and vision correctable to normal ranges

OTHER REQUIREMENTS

This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act (FLSA). The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date