

Woodfin Sanitary Water and Sewer District  
Position Classification System: Finance Officer

**General Description:**

Under the direction of the Executive Director, performs highly skilled technical work in the field of billing, revenue collections, accounting, and general administration duties of the District.

**Features of this Position:**

An employee in this position performs highly skilled technical work associated with the fiscal and administrative duties necessary for the efficient and effective operation of the District. Work involves customer billing, recording and tracking revenues and expenditures, budget tracking, billing and accounting duties, customer service, and other responsibilities as may be designated by the Executive Director. An employee in this classification is responsible for ensuring proper oversight of the administrative functions of the District is achieved in accordance with the policies of the Executive Director. An employee in this position must be able to understand and interpret policy directives as communicated by the Executive Director and exercise a moderate amount of independent judgment in the performance of duties. Work is performed in both solitary conditions and close proximity with other employees and in highly visible public areas.

**Essential Job Functions:**

- Oversees the administrative functions of the District under the direction of the Executive Director.
- Performs accounting and fiscal work in accordance with generally accepted accounting principles and state and local regulations.
- Observes billing, collections, auditing, and other accounting and fiscal processes for proper function as may be required by state, local, and federal rules and regulations.
- Supervises the billing and collections functions of the District.
- Processes customer billing and statement records.
- Records and tracks daily expenditures and revenues.
- Performs payroll and other check writing duties.
- Provides suggestions and information to the Executive Director concerning fiscal and administrative operations of the District.
- Provides assistance on an annual basis as required for the District's financial audit.
- Prepares and submits reports and records when required.

**Additional Job Functions:**

- Assists in the preparation of the District's annual budget and capital improvement plan.
- Assists District Director with administrative functions as required.
- Performs other duties as may be assigned by the Executive Director.

Woodfin Sanitary Water and Sewer District  
Position Classification System: Finance Officer

**Necessary Knowledge, Skills and Abilities:**

- Advanced knowledge of the operating principles and practices associated with accounting and revenue collections in a municipal setting.
- Advanced knowledge of local, state and federal rules and regulations that govern the fiscal operations of a government entity.
- Advanced knowledge of procedures and methodology involved in the process of a financial audit of the District.
- Ability to comprehend purchase orders, receipts, invoices, financial statements, and other records associated with accounting and bookkeeping procedures.
- Ability to effectively supervise and schedule workload for employees.
- Ability to operate and understand advanced computer functions and software related to the duties associated with the position.
- Ability to operate office equipment associated with this position.
- Ability to communicate effectively orally and in writing.

**Acceptable Experience and Training:**

A high school diploma or Graduate Equivalency Degree and a minimum of: five years of experience in accounting operations and a Bachelor's degree from an accredited institution OR a minimum of 7 years experience in accounting operations and an Associate's degree from an accredited institution; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to perform the essential job functions of this position.

**Additional Requirements:**

An employee of this class must be able and willing to be bonded and insured.

**Other Assignments:**

From time to time an employee in this position may be assigned other duties outside of the normal scope of responsibilities listed within this position classification description. This job description is not intended to be an all-inclusive list of responsibilities assigned to this position and should not be interpreted as such. Assignments outside the scope of this description are to be considered temporary in nature and should not be construed as a demotion or significant alteration of normal job duties unless otherwise communicated to the employee by the District.

**Working Environment:**

Employees in this position experience infrequent exposure to the elements and adverse conditions during the normal course of duties. Employees may be exposed to or work in the vicinity of chemicals, dust, and other materials that require proper safety precautions. Employees in this position may be subject to working hours beyond that of normal scope and may be required to report for duty under emergency conditions.

Woodfin Sanitary Water and Sewer District  
Position Classification System: Finance Officer

**Physical Requirements:**

Physical efforts in this position are minimal and involve standing, sitting, reaching and walking, and lifting of up to 25 lbs. Dexterity in the use of fingers and limbs is required for this position. Extended periods of sitting and standing are experienced in this position. Employees in this position must possess adequate hand-eye coordination and sensory perception abilities. Extended use of computer keyboards and monitors is experienced in this position.

**Tools and Equipment:**

Employees may be exposed to: motorized vehicles, office equipment, computer keyboards, hand tools, and other motorized and non-motorized equipment during the course of duties in this position.