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*Serving the West Shores of the Fabulous Salton Sea*

## **JOB DESCRIPTION**

### **FINANCE OFFICER**

#### **Definition:**

Under the general administrative direction, to plan, organize, and direct the District financial and related activities and to do related work as required. The General Manager, with approval of the Board, hires the Finance Officer. The Finance Officer is an at will employee.

#### **Duties:**

Serves as the principal advisor to the District Manager and the Board of Directors on matters pertaining to financial management, directs the maintenance of a general accounting system, including, recording all disbursements and collections, reporting budget conditions, compiling cost data, and financial reporting. Supervises collection of all taxes, charges, fees, and other revenue. Directs and participates in the preparation of monthly and annual financial statements and reports to federal, state, and county governments. Participates in the formulation of the annual budget and presentation to the Board of Directors. Supervises the preparation of the payroll and related reports. Directs the audit of service contracts. Maintains an investment program for surplus funds, attends the District meetings and makes presentations, prepares correspondence, and performs special assignments as directed by the District Manager.

#### **Qualifications:**

Must have at least an associate degree in accounting from an accredited university, college, or community college or four (4) years of experience as a full charge bookkeeper.

#### **Grounds for Immediate Dismissal:**

It is a violation of District policy to punch someone else's timecard, or at any time falsify work time for anyone.