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# California Special Districts Association

## SAMPLE POLICY HANDBOOK

**POLICY TITLE:** Job Description - Business Manager

**POLICY NUMBER:** 2920

### 2920.1 General Job Description

Under the direction of the General Manager and with a minimum of supervision:

- (a) supervises all clerical staff, including reviewing his/her work for accuracy and organizing work schedules and priorities;
- (b) evaluates and trains, or supervises the training of all clerical staff;
- (c) supervises and performs a variety of duties related to the recording, classifying, examining and analyzing of District financial transactions and associated data and records;
- (d) provides accounting services to management and the Board of Directors by maintaining the books of accounts, accumulating cost and other similar data, preparing reports and statements;
- (e) supervises and performs a variety of duties relating to maintenance of the District's accounting system by interpreting, supplementing and revising the system as necessary;
- (f) supervises and performs a variety of duties relating to the resolution of customer problems, and providing information requested by customers and other members of the public having an interest in District affairs;
- (g) serves as the District Treasurer upon appointment by the Board of Directors, and provides the services thereof as prescribed in the California [TYPE OF DISTRICT] District Law;
- (h) invests District funds;
- (i) attends meetings of the District's Board of Directors when requested by the General Manager;
- (j) serves as the Chairperson of the District's Deferred Compensation Finance Committee;
- (k) supervises and maintains the District's various insurance policies to insure appropriate coverage; attempts, at all times, to build a consensus among District personnel, through an exchange of ideas and facts, to facilitate the successful implementation of operational changes and policy administration;
- (l) where directed by the General Manager, and with the assistance of other members of the District's management team, coordinates the formulation of budgets for the various departments; and,
- (m) effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of accounting and administration tasks in support of the General Manager.

### 2920.2 Prerequisite Qualifications

**2920.2.1** Bachelor's degree in accounting, economics, business administration, or a related field, from a four-year college or university, or five years experience and/or training in public agency accounting, payroll management and bookkeeping; two years experience with public agency

accounting computer software, current Microsoft Office processing software; or, equivalent combination of education and experience.

**2920.2.2** Valid California driver license and satisfactory driving record

**2920.3** Basic Work Hours: 8:00 AM to 5:00 PM. Monday through Friday

**2920.4** Compensation Range: \$\_\_\_\_\_. This is a salaried position.

**2920.5** Essential Job Duties:

**2920.5.1** Task: Supervises and assists clerical and accounting staff in his/her daily work activities.

Physical Demand: Sitting; standing; stooping; bending; squatting; close vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

**2920.5.2** Task: Performs accounting tasks, including writing journal entries, inputting data to the computer system, and using calculator and computer to balance general ledgers and do other accounting calculations.

Physical Demand: Sitting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2920.5.3** Task: Does District banking.

Physical Demand: Sitting; standing; walking; driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls.

**2920.5.4.** Task: Prepares hand written and typewritten reports, forms, questionnaires, etc., in response to inquiries or requirements of financial institutions and other county, state or federal agencies.

Physical Demand: Sitting; close vision; speaking; hearing; use of hands to finger, handle or feel objects, tools or controls.

**2920.5.5** Task: Writes and signs checks and warrants.

Physical Demand: Sitting; close vision; use of hands to write and to finger, handle, or feel objects, tools or controls.

**2920.5.6** Task: Interacts with other special districts, county, state and federal agencies. To obtain information, and to respond to inquiries for information from same.

Physical Demand: Sitting; standing; walking; close and distance vision; speaking; hearing; driving vehicle.

**2920.5.7** Task: Assists division managers, superintendents, warehouse personnel and other field personnel in determining appropriate classifications within the accounting system for expense designations.

Physical Demand: Sitting; standing; walking; close vision; speaking; hearing; use of hands to finger, handle or feel objects, tools or controls.

**2920.5.8** Task: Inspects and evaluates inventory control system to assure accuracy and appropriateness of distribution and use of materials, tools and equipment.

Physical Demand: Sitting; standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls; driving vehicle.

**2920.5.9** Task: Communicates with District customers and members of the public having an interest in District affairs, to provide requested information and resolve complaints and/or problems.

Physical Demand: Sitting; standing; walking; close vision; speaking; hearing.

## **2920.6** Marginal Job Duties

**2920.6.1** Task: Operation of telephone, two-way radio, cash register, computer, copier, facsimile machine, typewriter, printers and other related business machines, and accesses file cabinets and data storage facilities.

Physical Demand: Sitting; standing; stooping; bending; squatting; walking; occasionally lifting and carrying up to 25 lbs.; pushing; pulling; close vision; speaking; hearing; use of hands to finger, handle, feel objects, tools or controls.

## **2920.7** Environmental Demands:

**2920.7.1** Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100° F.

**2920.7.2** Inside: Usually works indoors in temperature-controlled environment.

**2920.7.3** Fumes/Gases: Exposure to various colognes/perfumes; infrequent exposure to fumes/dust from printing cartridges.

**2920.7.4** Noise/Vibration: Business/office machines.

## **2920.8** Mental Requirements:

**2920.8.1** Reading: Reads complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

**2920.8.2** Writing: Writes reports, memos, messages, and fills out information forms. Needs ability to use or quickly learn the latest version of Microsoft Word.

**2920.8.3** Math: Ability to work with mathematical concepts such as algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn the latest version of Microsoft Excel.

**2920.8.4** Attention to Detail: High level concentration and attention to detail for extended periods of time required to produce reports and spreadsheets.

**2920.8.5** Repetition: Repetitive data entry to journals and computer system for accounting purposes.

**2920.8.6** Judgment: Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of audit instructions in mathematical or verbal form, and deal with several abstract and concrete variables. Ability to work with others and formulate appropriate instructions to achieve desired goals.

**2920.8.7** Social Skills: Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.

**2920.8.8** Communication Skills: Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.