



Gardnerville Ranchos General Improvement District

EMPLOYMENT OPPORTUNITY

The Gardnerville Ranchos General Improvement District is accepting applications for the position of Finance Director. The Finance Director works under the supervision of the General Manager and provides a number of duties in regard to the District's financial system including A/P, payroll, G/L management, budget creation and audit preparation in accordance with GASB and GAAP. Salary range is \$73,000 to \$113,000 DOQ. Benefits include health, dental and vision insurances, and Nevada PERS. The position requires a Class C Nevada Driver's License and Notary stamp. Applications and job descriptions are available at the District Office, 931 Mitch Drive, Gardnerville Ranchos. **Resumés will be accepted with a completed job application only.** Applications will be accepted until March 29, 2024. Contact Greg Reed, District Manager at 775-265-2048 with any questions.

Gardnerville Ranchos General Improvement District

Finance Director

Department: Administration
FLSA Status: Exempt
Classification: Not Safety Sensitive
Supervises: None
Accountable To: General Manager
Evaluated By: General Manager
Created: February 26, 2024

DEFINITION: Under the Guidance of the General Manager - responsible for performing District payroll and accounting activities, financial reporting and fiscal management using Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB).

QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field
Five (5) years of experience in government accounting
Valid State of NV Driver's License (or obtain within 3 months of employment)
Valid Nevada Notary (or obtain within 6 months of employment)

WORK HOURS: Monday through Friday 8:00 p.m. to 5:00 p.m. with an hour for lunch. 40 hours per week. Must attend Board of Trustees' meetings normally held once per month at 5:00 p.m. on the first Wednesday of each month.

SALARY: \$73,996 to \$113,194 (DOQ)

BENEFITS: 12 paid holidays per year; vacation and sick leave; longevity bonuses; employer paid health, dental, life, vision for employee and dependents; employer paid contributions to Nevada PERS and optional enrollment in Nevada Deferred Compensation program.

DISTINGUISHING CHARACTERISTICS: This position plays a key role in providing checks and balances to ensure accurate and timely financial reporting. The position requires professional understanding of the District's accounting cycle through month-end and year-end. Employee must possess skill set to manage complex transactions.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to essential functions).

1. Develop Financial Policies, maintain Capital Expenditure schedule and budget/cash reserve analysis and prepare financial statements based on Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
2. Process all District accounts payable bi-weekly, obtain W-9's, accurate GL expense coding for invoices and ensure proper approvals, data entry, generate disbursement of checks for payables and customer refunds and compile disbursement of Board Reports.
3. Process all District accounts receivable billing transactions monthly, including general ledger entries, adjustments, and balancing funds.

4. Prepare and process all District payroll bi-weekly, quarterly payroll tax filings and issuance of W2's and 1099's at year-end, submittal of all IRS tax filings.
5. Maintain cash management systems including monitoring/auditing daily cash flow, coordinate daily bank deposits, confirming daily on-line banking activity, provide documentation to request due to/due from fund transfers between Operating and Reserve bank accounts.
6. Process all District banking and investment transactions, using District and banking software programs including bank & investment reconciliation; prepare related reports for management and Board of Trustees, as needed; act as District liaison to banking and investment agencies.
7. General Ledger reconciliations with supporting schedules.
8. Maintain District Fixed Asset system, recording, tracking and depreciation analysis.
9. Coordinate/work closely with District's designated auditing firm to close fiscal year for Audited Financial compilation.
10. Prepare all budget-related worksheets, reports and other paperwork for management and Board of Trustees; participate in budget review, meetings and workshops; file annual budget to State in compliance with regulations and deadlines.
11. Prepare necessary reports and documentation for quarterly and annual audits; provide information and assistance, as needed, for same.
12. Debt Management and reporting to State of Nevada and Douglas County.
13. Conduct internal audits of various accounting related procedures to verify compliance with the District's policies.
14. Attends training and meetings as they relate to financial accounting topics.
15. Provide courteous and efficient customer assistance both in person and on the phone.
16. Perform other related accounting duties for District operation & for compliance, as needed.

QUALIFICATIONS FOR EMPLOYMENT: *Knowledge, Skills and Abilities:*

Knowledge of

- GASB, including cost, managerial and fund accounting principles and practices.
- GAAP, including advanced bookkeeping principles and practices.
- Knowledge of accounting workflow of subsidiary ledgers (A/P, A/R, Cash), general ledger and financial statements.
- Pertinent federal, state and local laws, codes and regulations.
- Computerized fund accounting and fund budgeting through the use of Caselle software.
- Proficient in Microsoft Office products including Word, Excel, Outlook, PowerPoint, Quick books Payroll, Correct English language including grammar, punctuation and vocabulary.
- Departmental policies and procedures.
- Terms and acronyms commonly used in assigned function.
- Automated financial management systems utilized by the organization, currently Caselle.
- Cash-handling and banking procedures.
- Modern office procedures, methods, and computer equipment.
- Advanced arithmetic principles.

Skill to

- Possess, apply and interpret modern office procedures and methods.
- Create, modify and import/export complex spreadsheets and other reports.
- Perform complex reconciliations to determine accuracy of account balances.
- Examine, verify, and analyze financial documents and reports.

- Prepare a variety of financial statements, records and reports.
- Operate a 10-key calculator.
- Read, interpret, and apply policies, procedures, and instructions.
- Enter data at a speed necessary for successful job performance.

Ability to

- Work independently with minimal supervision.
- Interact professionally, communicate effectively in person (written/oral), and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including board members, supervisors, coworkers, auditors, clients, and customers.
- Regular and consistent punctuality and attendance.
- Maintain confidentiality.
- Read, understand manuals, policies, procedures statutes and administrative codes and regulations.
- Understand and apply policies, procedures and written and oral directions to specific situations.
- Handle multiple concurrent projects and manage priorities and tasks to meet schedules and timelines.

Experience and Training: *(Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is):*

Bachelor's degree in Accounting from an accredited college/university and 5 years accounting experience, preferably in a publicly audited entity or government entity.

Physical and Mental Requirements: *(The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.)*

- Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods.
- Strength and stamina to bend, stoop, kneel, sit and. Dexterity and coordination to handle files and single pieces of paper.
- Occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level.
- Some reaching, bending, squatting, and stooping to access files and records is necessary.
- The manual dexterity and cognitive ability to operate a personal computer using word processing, spreadsheets, and databases.
- The ability to communicate via telephone.
- Light lifting, up to 25 pounds, is occasionally required.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation from their employer. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally function in a low temperature airconditioned computer room. Position may occasionally be required to travel by car to pick up or deliver material. The environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgement: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____