

General Manager-Bookkeeper Part-Time 20-25 Hours/Week

The Anderson Valley Community Services District (AVCSD) is a small government entity a "special district" comprised of the Fire Department, Airport, Street Lighting, and Recreation Department and is also potentially adding water and wastewater services in downtown Boonville in the next few years. The district spans the small towns of Yorkville, Boonville, Philo, and Navarro. The AVCSD seeks a part-time detail-oriented community-minded candidate to fill the position of General Manager-Bookkeeper in central Boonville, only 30 minutes from Ukiah. No previous government experience necessary. Qualified applicants will possess a knowledge of basic bookkeeping skills and Generally Accepted Accounting Principles (GAAP) and the ability to juggle multiple administrative and financial tasks as well as oversee the duties of the district secretary and provide support to various staff and board members, must be able to attend meetings in evening on second and third Wednesday of every month. Quickbooks desktop experience and completion of college level accounting classes a plus. Background check required. Strict COVID safety protocols observed. For a full job description see below

Deadline to apply: January 15th, 2022. Interviews will be conducted in late January and early February with training to take place in March and April. E-mail resume and cover letter to districtmgr.avcsd@gmail.com

Compensation: A probationary wage of \$23.78 to 26.20/hour depending on experience to be reviewed for increase at the new fiscal year July 1st and continual district-wide merit and COLA increase based on annual personnel review thereafter.

Benefits:

- Accrued vacation time on a tiered scale based on the number of years of continual employment.
- 3% SEP-IRA employer/employee match for retirement benefits
- Monthly taxable health benefits stipend

Job Description – General Manager

AVCSD GENERAL MANAGER-BOOKKEEPER

GENERAL POSITION DESCRIPTION:

The General Manager/Bookkeeper (GM) is the Executive Officer and Financial Officer for the AVCSD. The GM is an employee of the AVCSD Board of Directors. The AVCSD or "District" is the municipal entity which includes the following departments: the A.V. Fire Department, the Boonville Airport, and the Recreation Department. The GM is responsible for the management and administration of the AVCSD in accordance with the AVCSD's policies and procedures and applicable state and federal laws. The GM provides bookkeeping and fiduciary services and oversight for the AVCSD, Fire Department, Recreation Department, and Boonville Airport. The GM also provides administrative oversight and coordination to ensure the District's smooth and legally compliant operation.

EXECUTIVE OFFICER DUTIES:

1. Attend all meetings of the AVCSD Board of Directors and the Budget Committee, and any other meeting as assigned.

2. Advise the Board regarding issues of Special District management.
3. Work with the county and state elections officials to ensure compliance with all requirements in election of Board members, officers and ballot measures.
4. Act for the District as requested to represent the District with other agencies or the public.
5. Timely inform the Board of any local problems or citizen concerns that comes to her/his attention.
6. Maintain the annual official calendar for the District, including meetings, mandated filings, and obligation dates.
7. Administer or monitor administration of grants or contracts and report regularly to the Board concerning progress of work; recommend approval or disapproval of work done prior to disbursement of funds.
8. Make at least one site inspection of the Airport annually, and the site(s) utilized by the Recreation Department for classes to assess public safety and accessibility issues; report to Board.
9. Keep knowledgeable of California Special Districts Association (CSDA) newsletters and web site to inform Board of legislative issues that may affect the District.
10. Delegate and supervise work to clerical staff.
11. Performs other duties as required by the AVCSD Board
12. Physical Demands: Sitting; standing; walking; kneeling; stooping; bending; squatting; pulling and carrying (up to 25 lbs.), close vision; speaking; hearing; use of hands to write, type and use telephone.

FINANCIAL OFFICER DUTIES:

1. Maintain, or provide for the maintenance of accurate records of all District financial transactions, including Accounts Payable, Accounts Receivable, payroll and a general ledger.
2. Ensure that all financial records required by state and federal law, regulation, or Board action, including but not limited to the California State Controller's Report are accurate, and submitted in a timely manner.
3. Maintain or supervise maintenance of current records and documents required for the conduct of the District's business, including the tax and benefit assessment rolls, documents, records, files, logs or other such documents as required by law.
4. Ensure bank signature cards are current.
5. Ensure that the District accounts are properly audited on an annual basis.
6. Ensure and document the receipt and deposit of all revenues paid to the District; pay all usual and customary bills in a timely manner as authorized, including payroll taxes.
7. Review accounts and reconcile bank statements monthly, and County Treasurer and County Auditor statements for accuracy when provided.
8. Prepare or review all contracts, including grant proposals, to ensure compliance with Board policies and goals prior to request for Board approval.
9. Report to the Budget Department and the Board on the financial status and transactions of the District; disclose any past due accounts, or accounts where fees or interest were attributed.

10. Advise and recommend action concerning any necessary readjustment of Budget accounts, transfers from or to reserves, as well as any aspect of District finance, which are contrary to Board policy.
11. Make recommendations to the Board concerning investment of District reserves.
12. Create and manage the AVCSD's annual budget; assist the Airport and Recreation Department in creating draft budgets for the Budget Committee's consideration; assist the Fire Department, when requested, in creating its draft budget.
13. Ensure that the District's, Airport's, and Recreation's liability insurance are appropriate and renewed on a timely basis.
14. Assist the Budget Department in any internal audit of the District's finances.
15. Provide feedback to the Budget Department of any ideas that would assist in providing a safer, more secure financial system for the District.
16. Physical Demands: Sitting; standing; walking; kneeling; stooping; bending; squatting; pulling and carrying (up to 25 lbs.), close vision; speaking; hearing; use of hands to write, type and use telephone.

SUPERVISORY DUTIES (Supervise AVCSD Secretary/Clerk in the following):

1. Oversee all vital District records in accordance with the provisions of the Cal. Govt. Code §§ 60200-60203, and the guidelines prepared by the State Controller's Office and the Controller's Advisory Department for Special Districts and the District Record Retention Act.
2. Oversee a current and accessible record of District policies and procedures, including minutes of meetings, ordinances and resolutions.
3. Oversee files of current agreements with other agencies and private parties including but not limited to Joint Powers Agreements and Mutual Aid Agreements, grants from public and private sources, leases, insurance policies, private use agreements and contracts, including personal services and employment contracts.
4. Oversee an inventory of District property. Ensure that Airport and Recreation Departments submit annual inventory records of District property, and confirm that the Fire Department maintains a current inventory record.
5. Oversee an Orientation file of basic background material and information for AVCSD Directors.
6. Oversee that District meetings, solicitations for bids and/or employment are properly noticed.
7. Oversee that informational packets for AVCSD Board meetings are timely prepared and distributed (e.g., agendas, prior minutes, financial reports, budgets, Department reports, correspondence file)
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