



# UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

## POSITION DESCRIPTION

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### Fiscal Officer

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**Reports to:** District Manager

**Employment Status:** At Will Employee

**Salary Grade:** Fiscal Officer \$ 50,000 - \$74,305

**Starting Salary:** Depending On Experience

**Work Location:** District Office in Eugene, Oregon

**Eligible for Overtime Pay:** No, this is an exempt position. However, per District policy, overtime is eligible for compensatory time if pre-approved.

**FTE:** 1.0

### General Position Summary

This position serves as the Fiscal Officer for a local government agency (a special district) with an annual budget of over \$2 million. This position is responsible for ensuring that the organization is fully compliant with Local Budget Law, Oregon Public Contracting Law, and all other laws and regulations pertaining to public funds. This position is also responsible for recommending to the Board and implementing a comprehensive system of fiscal and budgetary controls and reporting functions appropriate to an organization of this size and complexity. In addition to financial oversight and budgeting responsibilities, this position oversees human resources and the districts benefit plans. The Fiscal Officer will assist the District as they transition to a tax funded District, including assisting with budgetary and operational considerations of new programs, such as the development of a new grant management system. This position is located at the office of the Upper Willamette SWCD in Eugene, Oregon although telecommuting may be required during the current health emergency. The Fiscal Officer is supervised by the District Manager and works closely with the Board Treasurer.

## **Essential Functions:**

### **Finance Operations (60%)**

- Develop, implement, and maintain the District accounting system using QuickBooks.
- Conduct payroll, accounts payable, and account receivable duties including payroll tax and benefit payments.
- Work with the Treasurer to develop and/or revise (subject to Board approval) fiscal policies and procedures to ensure strong fiscal controls and compliance with appropriate accounting standards.
- Ensure that District operations are in compliance with current policy and law.
- Develop financial reports for Board and Staff as needed.
- Oversee contracts and grants administration, keeping abreast of pertinent law, regulations, and best practices that relate to UWSWCD's public contracting work.
- Oversee human resources administration, keeping abreast of all pertinent labor laws and best practices in hiring and employment areas.
- Prepare the District's year-end financial statements for audit.
- Coordinate with an external firm conducting the District's annual audit.
- Provide documents required by the Auditor.
- Respond to questions from the Auditor.
- Implement improvements to the accounting system and financial controls in response to Auditor recommendations.

### **Budgeting (15%)**

- Serve as Budget Officer for the District, ensure compliance with Local Budget Law.
- Develop, working closely with the District Manager, the Budget Message, Calendar etc.
- Work with the District Manager and Staff to develop the District Budget.
- Plan and present Budget at Budget Committee Meetings to facilitate District Budget review and approval.
- Plan and present the budget at the Budget Hearing to facilitate adoption of the District Budget.
- Monitor and manage the budget throughout the year.
- Develop the budget revisions as needed for the Board's approval.

### **Grant Management System Development (10%)**

- Research, develop, and begin implementation of a District grant management system.
- Train staff on use of the grant management system.

### **Organizational Support (10%)**

- Attend and participate in Staff and Board meetings and other events as designated; provide monthly staff reports and timesheets.
- Support District planning processes as needed, including annual budget input, annual work plan, and District Strategic plan.
- Work as a team member with district staff and board members to represent and forward UWSWCD's Vision, Mission, Organizational Values and Strategic Goals.
- Represents District at partner meetings, events, conferences.
- Perform other duties as assigned.

### **Professional Development (5%)**

- Pursue professional and personal development opportunities.
- Participate in Diversity, Equity, and Inclusion training and development.

## Working Conditions and Physical Demands

- The position involves occasional travel to offices of partner organizations and agencies.
- This position requires extensive computer work. This includes using a keyboard and mouse and reading a screen for long periods each day. Frequent handling of papers, files and other documents is also required.
- This position will have an assigned desk, telephone, and computer at the District office. The District office is the primary work station for this position, and is a smoke-free and drug-free environment. **During the current health crisis, partial or complete remote work may be required.**
- Attendance at evening meetings may be required. Occasional overnight travel to attend conferences and trainings may be required.

## Supervisory Responsibility

- This position does not currently supervise any employees. However, it is expected that as the district increases capacity, scope and staff this position will supervise fiscal and administrative staff.

## Minimum Qualifications

- Proven knowledge of standard accounting practices is required. Bachelor's degree or higher in accounting, finance or a closely related discipline preferred. CPA license and willingness to continually update professional knowledge is preferred; includes maintaining membership in professional organizations (specifically Oregon Society of CPAs, Oregon and National Government Finance Officers Association (GFOA), providing opportunities to learn from peers and access to on-going training.
- Background in government or nonprofit fund accounting required. Experience in using QuickBooks for fund accounting preferred. Three (3) years minimum experience in financial management, government or nonprofit strongly preferred.
- This is a position of high public trust. The highest ethical standards must be maintained at all times. Criminal and background checks are required and employment will be conditioned on the results.
- Experience with and knowledge of Oregon public contracting rules is desirable. Ability and willingness to learn public contracting rules is required.
- Experience with and knowledge of Oregon Local Budget Law is desirable. Ability and willingness to learn Local Budget Law is required.
- Computer proficiency required, experience with Microsoft Office preferred.
- A commitment to the principles of Diversity, Equity and Inclusion is a requirement of all District staff. Previous experience or training in DEI is highly valued.

## Job Skills

- The ideal candidate will have demonstrated knowledge and experience overseeing and/or implementing organizational operations, office management, facilities management, communications, outreach, and information technology.
- Ability to take a collaborative, problem-solving approach to the work, while also consulting with District staff and partner staff to ensure compliance with District, state, and local jurisdiction guidelines.
- Ability to work effectively with a variety of staff, including NRCS and District staff and partner organizations.
- Strong written and oral English communication skills sufficient to prepare and explain the

audited financial statements and notes, manage the budget process, communicate with staff effectively, discuss partnership opportunities, explain procedures related to grant applications and awards, negotiate contracts and agreements, and write progress reports to the District Board and other interested parties.

### **Diversity, Equity, and Inclusion**

- The District's work will only be successful if we are able to partner with all facets of the community, engage with respect, authentically listen, and have the courage to share decision making, control, and resources with others. The District is committed to continuously evaluating and updating our programs to better serve people and communities of color. In recognition of the need to address unconscious bias, remove cultural barriers in our programs and eliminate disparities in our work, the District's Board of Directors is working toward a vision for racial equity, the need for it, and how the District will hold itself accountable.
- This position supports diversity, equity, and inclusion by incorporating the principles of equity and inclusion in all aspects of the job and by participating in provided, self-directed, or self-initiated diversity, equity, and inclusion trainings.