

Job Description

Finance & Administrative Coordinator

Field	Details
Position Title	Finance & Administrative Coordinator
Department	Finance & Administration
Reports To	General Manager
FLSA Status	Non-Exempt
Employment Type	Regular, Part-Time (15 hours bi-weekly)
Date Approved	_____
Revision Date	_____

1. POSITION SUMMARY

The Finance & Administrative Coordinator serves as the primary administrative and financial support staff for the Cacheville Community Services District (CSD), providing essential day-to-day operational support to the General Manager, Board of Directors, and the public. This position is responsible for a broad range of duties including accounts payable and receivable, payroll processing, budget tracking, and financial record keeping.

The incumbent ensures that District financial operations are conducted in compliance with applicable California public agency law and accounting standards, and that public-facing communications and records management obligations are fulfilled in a timely and

professional manner. This role requires a high degree of confidentiality, initiative, and the ability to work independently. This is a remote position. While most duties are performed off-site, the incumbent must be available to travel periodically to the post office, County Treasurer, and other places as directed by the GM

2. ESSENTIAL FUNCTIONS / DUTIES AND RESPONSIBILITIES

The following duties are representative of, but not limited to, the responsibilities of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Financial & Accounting Duties

- Process accounts payable and receivable; prepare, verify, and submit invoices and payments in a timely manner.
- Process bi-weekly payroll; maintain accurate and up-to-date payroll records and ensure compliance with applicable laws.
- Assist in the preparation of the annual District budget and monthly financial reports for review by the General Manager and Board of Directors.
- Maintain District financial records in compliance with California public agency requirements, including Government Code and Accounting Standards.
- Reconcile financial accounts on a regular basis.
- Assist with grant tracking, expenditure documentation, and required reporting to funding agencies.

Administrative & Records Management Duties

- Assist with assessment resolutions and provide financial information for Board of Directors meetings as directed by the General Manager.
- Maintain and update District files, contracts, agreements, and permit records in both electronic and paper formats.

- Assist the General Manager with California Public Records Act (PRA) compliance and respond to records requests as directed.
- Assist the General Manager with administrative tasks, correspondence, and special projects as assigned.

Public Contact & Customer Service Duties

- Serve as the first point of contact for members of the public via telephone, and email; provide courteous and accurate information regarding District services and policies.
- Receive and process customer payments; and maintain payment records.
- Refer complex inquiries to the General Manager or other appropriate staff as necessary.

Other Duties

- Perform other duties as assigned by the General Manager consistent with the classification and responsibilities of this position.

3. MINIMUM QUALIFICATIONS

Education

- **Required:** High school diploma or equivalent (GED).
- **Preferred:** Associate's degree in Accounting, Business Administration, Public Administration, or a closely related field.

Experience

- Minimum two (2) years of progressively responsible experience in office administration, bookkeeping, accounting support, or public agency finance.
- Experience in a government, utility, or special district environment is highly desirable.

Knowledge Of

- Infor CloudSuite or comparable ERP/accounting software.
- Microsoft Office Suite (Word, Excel, Outlook); proficiency in Excel spreadsheets for financial tracking.
- California public agency record-keeping practices, including the Brown Act and Public Records Act.
- General principles of governmental accounting and budgeting.
- Basic payroll processing procedures and applicable state and federal payroll regulations.

Ability To

- Maintain strict confidentiality regarding District financial, personnel, and legal matters.
- Work independently, exercise sound judgment, prioritize tasks, and meet deadlines with minimal supervision.
- Communicate effectively and professionally, both orally and in writing, with a diverse public, elected officials, and agency staff.
- Establish and maintain cooperative working relationships with co-workers, Board members, vendors, and the public.
- Learn and apply District policies, procedures, and applicable laws.

4. PREFERRED QUALIFICATIONS

- Prior experience working for a California Special District, water district, wastewater agency, or similar public agency.
- Familiarity with California Special Districts Association (CSDA) resources, tools, and best practices.

- Working knowledge of California special district law, including the Community Services District Law (Gov. Code § 61000 et seq.).
- Experience with utility billing software or District management systems.
-

5. PHYSICAL REQUIREMENTS

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Standard office environment; prolonged periods of sitting at a desk and working on a computer.
- Ability to lift, carry, push, or pull items weighing up to **25 pounds** occasionally.
- Sufficient manual dexterity for operating standard office equipment (keyboard, mouse, telephone, copier).
- Ability to speak and hear clearly for telephone and in-person communication.
- Ability to read printed and electronic documents, reports, and correspondence.

6. WORKING CONDITIONS

- Regular business hours, Monday through Friday; specific schedule to be determined by the District.
 - Occasional evening availability required to support Board of Directors meetings and other public meetings.
 -
 - May occasionally require attendance at conferences, training sessions, or off-site meetings.
-

7. SALARY & BENEFITS

Salary Range: Step A \$25.00/hr, Step B \$26.25/hr, Step C \$27.56/hr, Step D \$28.94/hr, Step E \$30.39/hr (5% step increases). New hires start at Step A (\$25.00/hr).

Benefits: This is a part-time position; benefits are not included.

Note: The Cacheville CSD reserves the right to modify compensation programs at any time in accordance with applicable law and District policy.

8. SELECTION PROCESS

Applications will be reviewed on a rolling basis until the position is filled. Qualified candidates are encouraged to apply promptly. The selection process may include a review of application materials, oral interview, skills assessment, and reference checks.

To be considered, applicants must submit the following to the District office:

- Resume
- Cover letter describing relevant qualifications and interest in the position
- Three (3) professional references

Submit application materials to:

Cacheville Community Services District

Submit application materials to: jquintana86@gmail.com or call 530-908-0166 to submit in person.

Cacheville Community Services District
PO Box 268, Yolo, CA 95697

The Cacheville CSD is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or other protected status.
