



**RESOLUTION NO. 2022-55**

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**REVISION OF SR. FINANCE ASSISTANT AND  
FINANCE ASSISTANT I/II JOB DESCRIPTIONS**

**WHEREAS**, the Nevada Irrigation District (the "District") has revised the Sr. Finance Assistant and Finance Assistant I/II job descriptions to update the duties required for these positions in the Finance Department.

**WHEREAS**, the revisions of these job descriptions have broadened to include a wider range of responsibilities and technical duties and will clearly reflect the duties required of the position.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Nevada Irrigation District:

- 1. The Board of Directors hereby approves the revisions to the Sr. Finance Assistant and Finance Assistant I/II job descriptions.

\* \* \* \* \*

**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 12th day of October 2022 by the following vote:

**AYES:** Directors: Heck, Peters, Johansen, Hull, Bierwagen  
**NOES:** Directors: None  
**ABSENT:** Directors: None  
**ABSTAINS:** Directors: None

*Chris Bierwagen*  
\_\_\_\_\_  
President of the Board of Directors

**Attest:**

*Kris Stepanian*  
\_\_\_\_\_  
Secretary to the Board of Directors

## NEVADA IRRIGATION DISTRICT

### Job Description

Job Title:	Senior Finance Assistant	Reports To:	Controller
Salary Range:	<a href="#">A81</a>	Approved by Board of Directors:	10/12/2022
FLSA Status:	Non-exempt	Unit:	<a href="#">Unrepresented - Confidential</a>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**Definition**

Performs the most specialized fiscal, financial, statistical and complex clerical accounting support for assigned functional areas that may include accounts receivable, accounts payable, payroll and billing or collections; directs, trains and reviews the work of assigned personnel engaged in fiscal, financial and clerical accounting support duties.

**Distinguishing Characteristics**

This is the advanced journey level in the Finance Assistant series. Positions at this level are distinguished from other classes within the series by performing the most difficult and responsible types of duties assigned to classes within this series, with responsibility for providing direction and oversight of work performed by assigned personnel. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not normally assigned to this level and the number of employees for which direction is provided is limited.

**Supervision Received and Exercised**

Receives direction from assigned supervisory or management personnel.

Exercises direction and oversight for assigned support personnel.

**Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform difficult or complex financial or accounting support work and assist with special projects as assigned.
2. Perform the most technical, complex clerical recordkeeping transactions.
3. Review and reconcile varied reports, journals, budget, payroll or related fiscal or statistical data.
4. Perform support work with the maintenance of journals and subsidiary ledgers, payroll, general ledgers, accounts receivable, accounts payable and fiscal controls.
5. Make computations and changes to financial and statistical data, apply standard formulas or predetermined guides; assemble financial and statistical data from a variety of sources and prepare or assist in preparing financial and statistical reports.
6. Review or prepare complex time reports; calculate complex differential premium and shift pay rates; review or prepare personnel transaction benefits processing and related reports; provide payroll information to employees.

7. Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
8. Plan, prioritize, and review the work of staff assigned to various accounting clerical and financial support duties.
9. Provide and coordinate staff training; work with employees to correct deficiencies.
10. Keep ledger accounts and collection accounts, balance accounts; review, identify and correct irregularities.
11. Research and resolve issues with reconciliation.
12. Audit and verify various information, including source data as well as manual computer-produced reports.
13. Oversee processing of billings, invoices, payments and collection of various fees and payments.
14. Perform a variety of general office support work such as correspondence, reports, forms, and specialized documents; proofread and check materials for accuracy, completeness and compliance with departmental policies and regulations.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of effective customer service.
16. Perform related duties as assigned.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of advanced clerical accounting.
- Principles and practices of financial and statistical recordkeeping, fiscal document processing.
- Basic governmental accounting principles and practices.
- Computer software including spreadsheets, database packages and word processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- Principles and practices of basic supervision and training.
- Principles and practices of effective customer service.
- Arithmetic calculations related to statistical recordkeeping.
- District policies and procedures related to area of assignment.

#### **Ability to:**

- Perform complex and varied statistical and financial recordkeeping, requiring specialized technical, functional or programmatic knowledge.
- Prepare complex financial reports and statements in accordance with predetermined requirements.
- Apply technical accounting principles to the maintenance of statistical, accounting, financial and payroll transactions.
- Review financial or statistical documents, screen for accuracy and adhere to procedural requirements.
- Analyze and resolve varied fiscal support office administrative problems.

- Carryout proper steps to ensure or authorize payments and delivery, post to records, check and balance totals.
- Provide technical oversight for assigned staff; effectively train staff.
- Assign and coordinate the work of others.
- Make accurate arithmetic calculations.
- Operate and use modern office equipment including a computer and applicable software; 10-key keypads by touch.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Interpret and explain District policies and procedures.
- Establish and maintain effective working relationships with those contacted inside and outside of the District during the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Responsibility to:**

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of responsible journey-level experience similar to Finance Assistant II with the Nevada Irrigation District.

**Education:**

Equivalent to completion of the twelfth grade supplemented by at least two college level courses in bookkeeping, business, accounting, or a related field.

**License and Certificate:**

Possession of a valid California driver's license.

**Working Conditions**

**Environmental Conditions:**

Work is normally performed in a temperature-controlled office environment subject to typical office noise.

**Physical Conditions:**

Essential functions may require maintaining physical ability and mobility necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.



## NEVADA IRRIGATION DISTRICT

### Job Description

Job Title:	Finance Assistant I/II	Reports To:	Controller
Salary Range:	<a href="#">A41 / A61</a>	Approved by Board of Directors:	10/12/2022
FLSA Status:	Non-Exempt	Unit:	<a href="#">Office</a>
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i>			

#### **Definition**

Performs a variety of financial and clerical accounting support duties; receives and processes payments; organizes and maintains related financial records; balances and reconciles accounts; performs related support duties in the area of assignment which may include accounts receivable, accounts payable, payroll and cash receipts.

#### **Distinguishing Characteristics**

**Finance Assistant I:** This is the entry level class in the Finance Assistant series. Positions in this class typically have little or no directly related work experience. The Finance Assistant I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Finance Assistant II:** This is the journey level class in the Finance Assistant series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from the Senior Finance Assistant in that the latter performs the more complex and difficult work in the area of assignment and provides direction and oversight for assigned accounting clerical personnel.

#### **Supervision Received and Exercised**

##### **Finance Assistant I**

Receives immediate supervision from assigned supervisory personnel; may receive direction and oversight from a Senior Finance Assistant.

##### **Finance Assistant II**

Receives general supervision from assigned supervisory personnel; may receive direction and oversight from a Senior Finance Assistant.

#### **Essential Functions Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform financial or accounting support work and assist with special projects as assigned.
2. Perform clerical recordkeeping transactions.

3. Audit, review, input, and process accounts payable, vendor and contractor invoices, post, verify and balance District accounts; prepare accounts payable batch for payment processing.
4. Assist with entering timekeeping data through an online computer system and prepare various reports.
5. Prepare journal entries and reconcile general ledger, journals, and bank and credit card statements; assist in researching discrepancies.
6. Perform a variety of general administrative office support duties such as typing, proofreading, filing, receiving and distributing mail, and answering the telephone.
7. Maintain accounting and financial documents.
8. Prepare a variety of correspondence, spreadsheets and periodical reports.
9. Monitor and verify daily, weekly, and monthly data processing printouts; make corrections as necessary.
10. Build and maintain positive working relationships with coworkers, other District employees and the public using principles of effective customer service.
11. Perform related duties as assigned.

### **Qualifications**

#### **Finance Assistant I**

##### **Knowledge of:**

- Basic mathematics.
- Clerical accounting practices.
- Correct spelling, grammar, and punctuation.
- Principles and practices of effective customer service.
- Modern office equipment including use of applicable computer applications and software.

##### **Ability to:**

- Understand clerical accounting support role.
- Learn to interpret and explain District policies and procedures.
- Learn to maintain a variety of financial records and files.
- Learn to use computerized accounting software.
- Operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

##### **Responsibility to:**

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.

- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

### Finance Assistant II

In addition to the qualifications for the Finance Assistant I:

#### Knowledge of:

- Terminology used in governmental accounting.
- Principles and practices of basic accounting.
- Principles and practices of recordkeeping.
- Payroll tax laws and regulations.
- Computer software including spreadsheets, database packages and work processing.
- Principles and practices of accounts receivable, accounts payable and billing operations.
- District policies and procedures related to area of assignment.

#### Ability to:

- Review a variety of documents for accuracy.
- Prioritize work and coordinate several work activities.
- Make mathematical calculations with speed and accuracy.
- Apply accounting and financial support principles to the maintenance of transactional area of assignment.
- Organize and maintain a variety of financial records and files.
- Interpret and explain District policies and procedures.
- Operate computerized accounting software.
- Type with sufficient skill to complete forms and enter information into a computer system.
- Communicate clearly and concisely, both orally and in writing.

### Experience and Education Guidelines

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Finance Assistant I: One year of clerical accounting experience that involved providing customer service.

Finance Assistant II: Two years of responsible experience similar to Finance Assistant I with the Nevada Irrigation District.

#### Education:

Equivalent to the completion of the twelfth grade.

#### License and Certificate:

Possession of a valid California driver's license.

### Working Conditions

#### Environmental Conditions:

Work is normally performed in a temperature-controlled office environment subject to typical office noise.



Physical Conditions:

Essential functions may require maintaining physical ability and mobility necessary to sit at a desk for prolonged periods of time; intermittently twist and reach office equipment; occasionally stoop, bend, kneel, crouch, reach; perform simple grasping and fine manipulation; use telephone, write and use keyboard to communicate through written means; lift or carry, push and/or pull weight of up to 25 pounds; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.