



RURAL NORTH VACAVILLE WATER DISTRICT

Policy Title: Overview of the Executive Assistant/Treasurer Role
Policy Number: 1070
Adopted: 09/10/2024

1070.1 Executive Assistant/Treasurer

The Executive Assistant (EA) is established to support the General Manager (GM) in advancing the District's strategic financial planning and overall operations. The EA will collaborate closely with the GM, overseeing key financial matters, assisting with planning, preparing agendas, and managing district certifications. Additionally, the EA is responsible for preparing budgets, overseeing investments, and providing financial reports for Board approval. The EA also handles day-to-day financial activities, such as managing customer deposits and coordinating the annual audit.

In the GM's absence, the EA will act as interim GM, managing cash flow, paying bills, and overseeing collections to ensure continuity in financial operations.

1070.2 Duties and Responsibilities

1. Maintain a copy of the monthly CORE billing data to ensure all core account details are readily available.
2. Prepare detailed monthly and annual budgets; monitor expenditures and revenues.
3. Submit reports of monthly bank statements and accounts/banking activities.
4. Manage customer deposits and refunds (e.g., Annexations, New Connections, Main Extensions) per the District Fee Schedule.
5. Maintain relationships with banks, rating agencies, and evaluate financing options for Board-approved capital improvements.
6. Oversee investment activity and recommend strategies to the Board.
7. Perform risk management related to liquidity, interest rates, and ventures.
8. Review and analyze monthly financial statements (Balance Sheet, Profit & Loss) for Board approval.
9. Provide the District's CPA with check payments, invoice backups, and cost codes.
10. Route monthly checks to the CPA and track accounts receivable for timely collections.
11. Verify accounts payable amounts and monitor loan payments.
12. Contract with an Auditor and manage the annual audit, ensuring timely documentation.



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13. Assist the General Manager with administrative tasks and Board Agenda Packet preparation.
14. Prepare and maintain long-term financial planning, including rate structures, capital improvements, and the need for assessments or funding through mechanisms such as Proposition 218 rate increases.
15. Offer excellent customer service (phone and email support).
16. Apply/remove lien recordings at the County when necessary.
17. Utilize IT skills (GIS, Excel, Word, Adobe, DocuSign, Teams, CORE reports, and Box Files).
18. Report to the Board of Directors; collaborate with and be supervised by the General Manager.
19. Attend all Board meetings.

1070.3 Tasks to Be Performed if the General Manager (GM) is Unavailable

1. Meet with the Board President as needed to discuss current District business.
2. Prepare and update agreements with recurring independent contractors, submitting them to the Board for approval.
3. Obtain bids/proposals from independent contractors for non-recurring services.
4. Oversee cash management procedures.
5. Pay bills and vendors under \$5,000; obtain Board President Authorization for payments over \$5,000.
6. Oversee the collection of customer accounts, including sending shut-off/delinquency notices, recording liens, and preparing a delinquency report for Board approval and inclusion on the County property tax roll.
7. Review all credit card billings.
8. Review invoices from District staff and vendors, prepare payments, assign cost codes, and mail them in a timely manner. Post checks on the Wells Fargo Positive Pay fraud protection system.
9. Prepare invoices for District services billable to third-party developers and customers as outlined in the District Fee Schedule. Track this revenue on monthly financial reports.
10. Assist with and manage the annual audit by providing documentation, verifying accounting information, and coordinating with the Independent Auditor, CPA, and Billing Manager.