

From: [Stephens, Jesse](#)
To: [Bcrsd](#)
Subject: Manager of Finance and Human Resources Job Description - Item J)7
Date: Thursday, August 14, 2025 2:56:24 PM
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Dear Board of Trustees,

I'm seeking authorization for the Interim Executive Director to advertise the following job description for the Manager of Finance and Human Resources and solicit applicants for this position.

The salary pay range for the position would be \$75,073 – (Low); \$93,823 (Midpoint); \$112,572 (High). I believe this range is in line with the market and will generate significant interest in the position.



Jesse Stephens, Facilities Engineering Manager
Boone County Regional Sewer District (BCRSD)
1314 N. 7th St., Columbia, MO 65201
C: 573.239.4025 | O: 573.443.2774
e: jstephens@bcrsd.com | w: www.bcrsd.com

TITLE:	Manager, Finance & Human Resources	FLSA:	Exempt
PREPARED:	March 2004	UPDATED	August, 2025

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbents may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Summary: Under direction of the Executive Director, plans, organizes and manages the financial and administrative functions for the District; oversees and performs the accounting, budgeting and financial reporting functions; oversees administration of personnel, planning for funding needs of capital improvement financing and long term planning; responsible for annual audit, bonding needs and coordinating user rate forecasts; ensures that activities comply with applicable Federal, State and local laws and regulations. Revises and updates financial and HR policies and procedures. Treasurer to Board of Trustees

CRITICAL FUNCTIONS:

- Financials
 - Accounting
 - Budgeting
 - Modelling & Forecasting
 - Financial Compliance
- Human Resource Administration
 - Oversee Payroll
 - Policies & Procedures

FINANCIALS

- Maintains the financial and accounting systems for the District; monitors all financial expenditures to ensure that they are within budget parameters; prepares quality financial reports for the Board of Trustees; prepares income and balance sheets in compliance with General Accounting Standards Board (GASB) 37; prepares year-end financial reports.
- Accountable for State Revolving Fund (SRF) bond maintenance and set up, debt coverage updates
- Ensure all data from Billing Software into QuickBooks financial accounting software balances at end of month and annually.
- Assists the Executive Director in RFP processes to bid out financial and accounting services, banking, investment, insurance, and auditing services.
- Ensures financial compliance with GASB, AICPA and government accounting requirements.
- Reviews, analyzes, and updates District financial and personnel policies, in collaboration with the Executive Director, and makes recommendations for changes.
- Updates Work In Progress accounts and project information/files, as needed.
- Review and implement internal financial controls as necessary.

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ACCOUNTING

- Manages contract service agreements by invoicing customers for monthly and over and above services. Updates rates for contracts up for renewal.
- Oversees and manages accounting activities including billing, collections, accounts payable and payroll; audits connections and disconnections to ensure proper payment and collections; reviews reports and makes corrections as necessary.
- Maintenance and analysis of financial software.
- Treasurer to the Board of Trustees
- Missouri Association of Sewer Districts (MASD) Treasurer
- Responsible for ensuring all data entered into QuickBooks is in compliance with auditing and GASB standards, that all data is entered correctly and consistently, that accounts are maintained and tracking is current.
- Responsible for month end Journal Entries, month end tasks to prepare financial reports and annual review to ensure audit compliance and accurate annual financial reports.
- Asset tracking, depreciation review and updates.
- Oversees accounting processes performed by Administrative Assistants to ensure consistency and compliance, suggests appropriate training opportunities, as needed.

BUDGETING, MODELLING & FORECASTING

- Prepare annual budget for approval and supporting documentation.
- Updating current modelling methods, reviewing updated methods and placing them into current responsibilities. Update reports provided to the Board of Trustees to allow for quantitative forecasting tools.
- Prepares and coordinates the preparation of the annual budget; forecasts income from rate increases and increases in the number of customers served; forecasts expenditures and coordinates preparation of the final budget; monitors the budget on a regular basis to ensure that all targets are met.
- Risk Management as pertains to commercial & liability renewals and in identifying areas of risk for the organization, identifying and communicating possible solutions or risk minimization guidelines.
- Participates in User Rate Study, as needed.
- Reviews new methods for modelling & forecasting, budget preparation, debt coverage.
- This role will be a key member of the leadership team and will play a critical role in strategic decision making.

FINANCIAL COMPLIANCE

- Identifying areas of weakness and inefficiencies in financial processes, identifying and implementing solutions and updated guidelines.
- Assists in the preparation of loan and grant applications; manages reimbursements and reporting required by grants; assists in the preparation for bond issues.
- Oversees District accounting software, software set up, and financial software requirements.

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- Oversees process of obtaining vendor W-9s and issuing 1099s, requesting Certificates of Liability and maintaining files for audits.

HUMAN RESOURCE ADMINISTRATION

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Administers human resources activities; manages human resources policies and procedures; recommends and implements changes, as appropriate; manages benefits programs, including health care, life insurance and retirement plans; tracks rates and periodically bids policies to ensure that the policies are cost effective; prepares job postings and advertisements; coordinates hiring for administrative and operations staff.
- Monitoring for personnel compliance with mandated trainings, merit pool criteria and performance evaluations. Watches MO Dept of Labor, federal guidelines for updated procedures and places updates effect.
- Responsible for ongoing updates to bi-annual Wage and Benefit study.
- Manages employee benefit packages, renewals, updates and retirement options.
- Manages payroll entry and tracking process for projects is current and up-to-date. To ensure payroll taxes are submitted and paid timely by payroll processing company.
- Accountable for annual worker's compensation audit.

GENERAL SUPPORT

- Performs other related duties as assigned.
- Accountable for special financial reporting requirements for Board of Trustees, grantors and other governmental entities.
- Member of GFOA, maintains schedule of training for Manager of Finance & Human Resources, locates trainings that will benefit other Administrative staff members.
- Oversees commercial insurance renewals.

Required Knowledge and Skills:

- Knowledge of applicable Federal, State and local laws, regulations and codes. These laws and regulations will be related to government and State personnel policies and GASB accounting updates, maintaining compliance with audit standards, updating current procedures. Grant and bond regulations will also be identified and put into place as training takes place or areas of improvement are identified.
- Knowledge of personal computers and relevant software, including financial, office packages and databases.
- Knowledge of supervisory methods, practices, and techniques.
- Knowledge of grant management principles and techniques, including tracking and auditing.
- Skill in communicating effectively, both orally and in writing is necessary. The ability to create concise and timely reports is imperative and the reports need to address the issue requested efficiently and accurately.
- Skill in planning, organizing and scheduling staff and assignments, as needed.
- Skill in assigning and evaluating the work of subordinate employees.

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- Skill in analyzing problems, identifying and evaluating potential solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Skill in prioritizing work and in coordinating multiple assignments.
- Skill in locating appropriate training for administrative staff.
- Skill in establishing and maintaining cooperative working relationships with staff and the public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Ability to learn District operations, programs, policies and procedures.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Business Administration, Accounting, or a related field and five (5) years of experience in administrative and financial administration; or any combination of education and experience.
- Possess and maintain a valid Missouri Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

Equipment and Tools Utilized:

- Equipment utilized includes computers and standard office equipment.

Employee Name (Print): _____

Employee Signature: _____

Date: _____