



Job Description

Job Title: Chief Financial Officer	Status: Exempt
Salary Range: Management T2.5 – T3.5	Date: January 2019
Department: Finance	Reports to: General Manager

SUMMARY

Under the supervision of the General Manager this position provides strategic direction and oversight of the District's Financial and support functions including, but not limited to finance, and property management. In this role, oversees accounting, budget preparation, and financial audits. This is an executive management, exempt position.

SUPERVISORY RESPONSIBILITIES

Reporting to the General Manager, the position exercises supervision of the Finance Department staff including executive/professional management (exempt) and non-management (non-exempt) staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide leadership in the development and implementation of strategies, programs, policies, decisions, and other actions adopted by the Board of Directors or identified by the Assistant General Manager.
- Prepares and/or coordinates the preparation of financial strategic plan.
- Plan, organize, oversee, control, review, authorize and coordinate Finance assignments and activities related to applicable District functions to ensure the objectives of the District are being met.
- Direct the District's budget preparation and implementation process; oversee the formulation and execution of the District budget.
- Oversee the District's accounting and financial operations and reporting and development of the Comprehensive Annual Financial Report and projection for water purchase and sales.
- Perform and direct complex financial analysis and studies on sales and purchase of water.
- Manage District's investments and advise the Assistant General Manager, General Manager and Board of Directors on investment strategies.
- Works with other executives and staff members to coordinate planning and establish processes and procedures for implementing strategic and operational financial plans.
- Prepare complex written and oral reports, in particular financial reports, for presentation to the Board, committees, other agencies, and the public.
- Assist with contract negotiations/compliance including cooperative agreements with other governmental agencies.
- Recommend and manage debt financing and management activities.
- Represent the District before organizations including other governmental entities,

- community organizations and the general public, as necessary.
- Assess and develop recommendations regarding Financial Services Department staffing, workflow, policies, and procedures.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Excellent management and supervisory abilities.
- Excellent analytical and organizational abilities.
- Applicable federal, state, and local laws and regulations applicable to assigned areas, such as the Brown Act, public liability, and labor relations
- Principles, practices and techniques of public administration, municipal finance, budgeting, accounting, financial audits, forecasting and analysis, risk, and insurance management
- Fundamentals of debt finance principles and techniques
- Principles of automation planning, design, and implementation
- Principles and practices of supervision and contract management
- Methods and techniques of data collection and analysis
- Information technology applications in the areas of finance and budget, human resource, file management and general office functions.
- Modern office practices, procedures, and methods

Ability to:

- Direct and participate in advanced administrative and operational activities related to finance, Read, analyze, and interpret financial statements and reports
- Coordinate program areas with other District departments and outside agencies
- Direct and participate in the analysis of a wide variety of moderate to complex administrative and operational problems, and develop effective operational and/or procedural recommendations
- Develop and administer policies, guidelines and procedures related to assigned programs
- Evaluate and improve upon financial management systems and procedures
- Monitor current federal, state, and local legislation that impact on assigned areas of responsibility
- Perform complex mathematical and statistical calculations accurately
- Plan, organize and direct the work of staff
- Communicate effectively, both orally and in writing
- Ability to establish effective working relationships with peers and staff, Board of Directors, outside agencies and the public.
- Ability to drive
- Effectively operate a personal computer and necessary software and other office equipment appropriate to assigned duties.
- Demonstrate proficiency in accounting computer application systems.

EDUCATION AND EXPERIENCE

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public or business administration, accounting, finance, economics, or a related field.
- A master's degree in public or business administration is highly desirable.
- A minimum of five to ten years of responsible managerial or supervisory senior management experience in administrative/business services field, including finance, accounting, and/or with CPA experience.

CERTIFICATIONS AND LICENSES

Possession of a valid California Class C Driver's License is required upon hire and throughout term of employment.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobility: Job tasks are varied and require standing, walking, sitting, climbing, bending, stooping, kneeling, and crouching.
- Lifting: occasional lifting up to 20 pounds.
- Vision: constant use of overall vision, including near vision, distance vision, color vision and ability to adjust focus.
- Dexterity: occasional grasping, fine manipulation, reaching, pushing, and pulling; occasional use of touch to distinguish or identify objects.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent contact with coworkers and others; depending on assignment, may also frequently work alone. The employee is also expected to respond in emergency situations.
- Environmental: exposure to moderate noise levels.

Accepted By: _____
Chief Financial Officer Date

Approved By: _____
Human Resources Manager Date

Approved By: _____
General Manager Date