



CHIEF FINANCIAL OFFICER/TREASURER

Department: Administration
Range:

FLSA Status: Exempt
Effective Date: September 1, 2010

General Purpose

Under direction from the General Manager, to plan, organize, and direct the financial, accounting, billing, and customer service functions of the District including information and communication systems for these functions; to invest and protect the District's assets and maintain effective internal budget controls; to provide highly responsible and complex administrative support to the General Manager including public relations assistance; to serve as the Treasurer for the District; and to perform related duties as required.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Plans, organizes, coordinates and directs the financial, accounting, billing, customer service and public relations related administrative functions of the District in accordance with Board policies.
- Assists the General Manager with long range financial planning, protection of the District's assets, and maintenance of budget controls.
- Assists the General Manager with the analysis, preparation, presentation, justification and administration of the District's budget.
- Oversees and directs, with the auditor, the preparation and issuance of the Agency's annual financial reports.
- Oversees and directs cash flow, bond issues, investment activities and assessments for community facility districts.
- Oversees the information systems and communication systems for areas of responsibility; identifies and coordinates technical advancements.
- Assists the General Manager in the area of public relations; issues press releases, customer newsletters and related communications.

- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Participates in employee selection; directs, trains, develops, evaluates, and disciplines subordinate staff up to and including termination, subject to District policies and practices.
- Serves as a District representative with other local, regional, and governmental agencies.
- Performs special analytical studies; initiates and participates in the analysis and preparation of water rate studies, rate structures and other revenue enhancement programs; and prepares reports and internal policies/procedures as directed by the General Manager and in accordance with Board direction.
- Performs internal audits of District activities; oversees the recording of assets and insures accurate posting to the general and subsidiary ledgers.
- Monitors legislation effecting areas of responsibility and implements necessary changes.
- Responds to and resolve sensitive and complex community and organizational inquiries and complaints.
- Assists in the negotiation of terms of agreements, contracts and other documents on behalf of the District.
- Identifies, maintains, and implements opportunities for cross-department coordination for effective operations; encourages continuing education and development of personnel.
- Develops and maintains a records retrieval system to complement financial and statistical reports.
- Assists the District's Grant Administrator related to the financial administration and monitoring of the District's Federal and State Grants.
- Acts as a liaison with District vendors, contractors, and debtors.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Principles, practices, methods and procedures of budgeting, accounting, controls, auditing, debt administration and financial management.
- Principles of public administration, management, supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes, regulations and ordinances affecting District operations and financial activities.
- Application of information technology solutions in the maintenance of accounting records and financial administration.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- Safe work practices.

Ability to:

- Plan, organize, administer, evaluate and coordinate the District's accounting and financial activities.
- Develop and administer goals, objectives and procedures.
- Interpret, apply and explain District policies and procedures related to Finance, Accounting, Billing and Customer Service activities.
- Lead and coordinate District budget preparation and control.
- Oversee the preparation of financial reports and maintenance of ledgers and journals.
- Recommend and implement improvements to existing District activities.
- Prepare and present comprehensive and concise written and oral reports.
- Analyze problems, identify, recommend, and implement solutions.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A bachelor's degree from an accredited college or university in finance, accounting, business administration or a closely related field; designation as a Certified Public Accountant is highly desirable; and

Experience:

A minimum of five (5) years of progressively responsible professional experience in financial management, accounting, analysis and reporting for a governmental or special district agency of which at least two (2) years were at a lead, supervisory or managerial level. Up to eight (8) years of additional qualifying experience may be substituted for the required education, on a “two for one” basis (two years of experience for one year of education).

Necessary Special Requirements

Must possess an appropriate valid, Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle, or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.