



## DIRECTOR OF FINANCE

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance and Customer Service Departments including, but not limited to, budget, customer service, finance and accounting, payroll, audits, invoicing, benefits, liability and property insurance, risk management, and long range financial planning; formulates departmental policies, goals, and directives; coordinates assigned activities with other District departments, officials, outside agencies, and the public; fosters cooperative working relationships among District departments and with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is a department director classification that oversees, directs, and participates in all activities of the Finance and Customer Service Departments, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for all Finance and Customer Service Department programs, services, and activities including, but not limited to, budget, customer service, accounts payable, accounts receivable, payroll, audits, invoicing, benefits, liability and property insurance, and long-range financial planning.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance and Customer Service Departments; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the District budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary; ensures the budget is maintained and accurately presented; prepares the annual capital project budget,

including grants associated with capital jobs, depreciation of assets, and projections for depreciating future projects.

- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Prepares monthly cash flow projections; ensures adequate funding for payables; manages vendor accounts ensuring information is accurate and payment procedures are followed; provides oversight for the District's bank, investments, and credit card programs ensuring investment policy requirements are being followed.
- Works with outside consultants to maintain appropriate and current/relevant customer fees in accordance with California Proposition 218 requirements.
- Ensures workflow process include appropriate segregation of duties to prevent and detect fraud.
- Reviews the District's bi-weekly payroll processing ensuring the payroll process and information is correct.
- Reviews and finalizes monthly accounting closing of transactions; prepares internal financial statements for Board review; manages grant reporting to collect funding for expenses enabling receipt of grant funding.
- Prepares and submits the annual State Controller's Salary and Financial report; coordinates with the County on customer's property taxes for sewer charges, delinquent charges, standby charges, and assessment district amounts; reviews and reconciles employee and District tax expenses for state and federal quarterly payroll reports.
- Represents the department to other District departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the Board of Directors and a wide variety of committees, boards, and commissions.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting and finance; participates on a variety of committees as assigned by the General Manager.
- Directs the maintenance of working and official departmental files.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the Department at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- Principles and practices of budget administration.
- Principles and practices of contract management.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a special district setting.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Fund accounting, cashflow, and customer service as it applies to special district water agencies.
- Governmental Accounting Standards Board (GASB) and its application to governmental agencies in the preparation and presentation of financial statements.
- California Public Employees' Retirement System (CalPERS) regulations and the impact of unfunded pension liabilities on the District.
- Professional accounting work including fund accounting, maintenance of the general ledger, subsidiary ledgers, and adjusting journal entries; complex reconciliations, analysis, and projections with financial tools.
- Methods and techniques of developing technical and administrative reports and business correspondence
- Research methods and techniques.
- Federal, state, and local laws, codes and regulations relevant to assigned areas of responsibility.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Champion and communicate the District's values verbally and in writing, including public presentations when required.
- Quickly learn new technologies to enable changes in financial programs to meet District requirements.
- Attend and follow up to requests from the Board of Directors and/or from customers.
- Understand and quickly respond to customer concerns; in conjunction with staff, develop tools that focus on customer service improvements such as the District's website, a customer portal and work order programs.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the establishment/maintenance of filing, record-keeping, and tracking systems.
- Independently organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, public administration, or a related field.

Experience:

- Ten (10) years of increasingly responsible accounting and financial management and/or administrative experience, including five (5) years of management experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.