

CHIEF FINANCIAL OFFICER

JOB SUMMARY

Under administrative direction, plans, organizes, supervises and manages the Finance Department activities including: accounting, customer service, payroll, accounts payable, accounts receivable, and purchasing; performs other related duties as assigned.

The employee also functions as a member of the District's management team and participates actively in addressing issues of concern to the District, which at times may not have a direct impact on the employee's areas of specialization.

EXAMPLE OF DUTIES

(Duties include but are not limited to the following):

- Coordinates the preparation and administration of the annual budget, including preparing revenue and expenditure projections; directs the forecasting of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs the preparation and implementation of budgetary adjustments as required.
- Manages and participates in the development of all services and activities of the Finance Department, including development and administration of the District's annual operating budget and capital improvement budget, manages a public agency rate model, recommends changes to the rate structure, and supervises customer service, payroll, accounts payable, accounts receivable and purchasing.
- Provides direction to professional accounting and accounting support staff and performs diverse and specialized accounting work which is complex and involves significant accountability and decision-making responsibility.
- Plans, organizes, schedules, directs, reviews, and evaluates the activities of professional/technical and supervisory staff involved with accounting, financial record keeping, accounts payable, accounts receivable, payroll, utility billing, investments, budgeting, customer service, purchasing, warehousing, and related activities.
- Closely monitors and audits District-wide procurement policies and practices to ensure that District-wide material needs are satisfied, that appropriate economies are realized, that stringent internal controls are in place and that state and federal requirements are met.
- Prepares periodic and special financial reports and analyses including those required for submission to various governmental agencies; reports the financial status of the District; conducts special studies and makes policy and procedure recommendations in areas of expertise; directs the integration of computer-based systems for accounting and business record keeping and network information systems.
- Supervises the preparation of fiscal year-end closing entries and related reports.
- Oversees the District's annual outside audit; meets with auditors and answers technical questions; reviews the final audit report and recommends the modification of procedures to resolve audit findings.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records; maintains the general ledger.

- Manages priorities, assignments and workloads; allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of staff.
- Provides management assistance in the preparation of financial data in the area of labor relations.
- Responds to requests for information and advises District departments, governmental agencies and the public of District accounting policies.
- Prepares agenda materials and staff reports for the General Manager.
- Attends Board meetings to present reports and render professional advice.
- Advises subordinates of performance standards; observes and documents performance; prepares periodic and special evaluations of performance.
- Prepares supporting documentation, and recommends employee recognition and discipline.
- Assumes responsibility for the training of all staff; ensures compliance with District safety regulations and accident reporting requirements.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration, including budgeting, public rate setting, purchasing and maintenance of public records.
- Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB).
- Principles of supervision and effective employee management, motivation and discipline.
- Computerized and manual data processing systems and practices.
- District policies and procedures.
- Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- Research methods and analysis techniques.
- English usage, spelling, grammar and punctuation.
- Word, Excel and PowerPoint.
- Organization and work scheduling.

Ability to:

- Understand, interpret, explain and apply District, state and federal laws, policies, regulations and court decisions applicable to areas of assigned responsibility.
- Prepare and interpret various financial transactions, records, reports and statements.
- Present proposals and recommendations clearly and logically in public meetings.
- Develop and implement appropriate operational and financial procedures and controls.
- Communicate clearly and concisely, both orally and in writing.

- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Exercise tact and deal effectively with officials and representatives of other jurisdictions, departments and the general public.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
- Maintain confidential and sensitive information.
- Demonstrate proficiency in the use and application of computer software as it relates to accounting and financial reporting.
- Plan and schedule work assignments, set priorities for training, evaluating, selecting and recommending advancement/discipline of subordinates.
- Exercise sound independent judgment within general policy guidelines.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Seven years of progressively responsible management experience in government, public or private accounting work involving enterprise accounting, with at least three years of supervisory experience is required.

Education: Bachelor's degree from an accredited college or university in accounting, finance, business administration or a closely related field, with an emphasis in accounting is desirable.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a current Certified Public Accountant (CPA) or Certified Management Accountant (CMA) certification is highly desirable.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; sit or stand for prolonged periods of time; use hands and fingers repetitively to manipulate small objects and print or write legibly; frequently lift up to 25 pounds; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

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