



FINANCE DIRECTOR
Management

Range: 81 (Exempt)
Salary:

JOB DEFINITION: Under Administrative direction: to plan, organize, and direct the financial, budgetary and customer record keeping functions of the Agency; administer/oversee the operation of the Accounting, Customer Service, Information Systems, and Administrative Departments and other related work as assigned by the General Manager

SUPERVISOR: General Manager

EXAMPLE OF DUTIES:

Plans, organizes, and directs all aspects of the Agency's accounting activity, including the implementation and monitoring of internal control procedures as required; researches, prepares and monitors annual budget information; analyzes financial records and statements to determine current, and forecast future, financial positions and budget requirements; monitors receipt, disbursement, banking, custody and safeguarding of Agency funds, securities and financial instruments; evaluation and implementation of the Agency's investment program to identify options to provide for short and long-term funding requirements; work conjunctively with Agency's independent auditors on preparation of annual Agency audit; review of methods and procedures in order to coordinate and integrate the record keeping and reporting systems within the Agency; general oversight of Accounting, Customer Service, Information Systems, and Administrative Department functions; monitors State Water Project contract and serves as representative for Agency in finance related venues (ACWA, State Water Contractors, or as requested).

QUALIFICATIONS:

Schooling and Certification(s): Bachelor's degree from a four year college with specialization in Accounting, economics or closely related field

Experience: Five years of increasingly responsible accounting or related experience, including at least five years of supervising experience in public finance or accounting.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record

Knowledge of: Budget, accounting, and fiscal procedures and methods; financial analysis and investment procedures; modern office methods and equipment; fundamentals of computer and other data processing equipment, its applications and potential; understanding of Agency ordinances, their interpretation, and applications to the water user; procedures and processes governing the receipt, custody and expenditure of Agency funds; ability to develop and maintain approved financial and accounting systems and procedures; principles and practices principles of administration, organization, planning, staffing and supervision; and governing the conduct of public meetings.

Ability: Work independently with little direction; understand and effectively carry out general oral and written instructions and direct office staff toward given objectives; perform budget, accounting, and fiscal procedures and policies; analyze financial or other related data and draw logical conclusions for making recommendations; establish and maintain cooperative relationships with other employees, officials and the general public

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Stairs

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples:

Lifting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Lifting boxes, etc.

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never
Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Standing on carpet, pavement, concrete in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never
Examples: Operation computer keyboard, writing, etc.

WORK ENVIRONMENT:

Generally, the duties performed by the Financial Director will be within the Operations Center or other places of business.

Within the Operations center, there is both overhead lighting and natural light from windows. There is a music/paging system which is on and operating throughout the work day. There are a number of pieces of office equipment that operate within the confines of the work areas, including, but not limited to: telephones, computers, computer printers, etc.