



DEFINITION

Under general administrative direction from the General Manager, plans, organizes, and directs the District's Finance Department; establishes goals and objectives for the department and internal policies and procedures to guide departmental program activities; through subordinate managers and supervisors, plans, assigns, monitors, and reviews work products of professional, technical, and support staff; serves as District Treasurer providing oversight to cash management, investment, and debt management activities; provides responsible advice and counsel to the Board, General Manager, and District managers on financial issues; participates on the Executive Management team to develop District-wide policies and procedures and to advance the goals and mission of the District; provides highly responsible staff assistance to the General Manager; represents the District to outside groups and organizations; serves as District liaison on various inter-agency coordination projects; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Director of Finance is a single position department head classification. Under general administrative direction, within a framework of overall goals and objectives, the incumbent directs District-wide finance and related support services which includes accounting, budgeting, financial planning and reporting, debt management, cash management, customer service, and purchasing.

This classification is distinguished from other department head classifications within the District by the specific responsibility for directing District-wide finance and related support services. This classification is distinguished from other management classes within the department by responsibility for the supervision of those classes and overall responsibility for directing financial services for the District. This classification is distinguished from the General Manager in that the latter is the chief executive responsible for the effectiveness of all District operations and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Plans, develops, and implements goals and objectives for the Finance department; prepares and administers internal policies and procedures related to departmental program activities; interprets and explains applicable rules, laws, and regulations to supervisors and others.
- Directs, oversees, and participates in the development of the departmental programs work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures; implements work process improvements and other methods to enhance District financial services.
- Manages the preparation and maintenance of a variety of financial records and reports, including those related to the general ledger, accounts payable, accounts receivable, payroll, job costing, inventories, budgets, and fixed assets; ensures that purchases of

materials, supplies, and equipment are conducted according to District policies and procedures.

- Oversees the preparation and presentation of the District's annual budget; supervises data gathering and financial planning work associated with rate setting; prepares rate analyses.
- As Treasurer, oversees cash management, investment, and debt management activities.
- Coordinates departmental activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on financial issues; oversees maintenance of departmental records and files.
- Represents the District to outside groups and organizations; may act as District liaison on various inter-agency coordination projects; may lead a team of District staff engaged in discussions with representatives of other governmental entities; makes presentations to public groups regarding District activities and programs.
- Oversees the District's customer account management functions, including customer billing and collections, meter reading, and related activities.
- Conducts financial reviews of District operations and activities and reports findings and recommendations to the General Manager and Board of Directors; serves as liaison with external auditors and coordinates their activities on behalf of the District.
- Attends Board of Director and Board Committee meetings; prepares and presents staff reports and agenda items for consideration by the Board; serves as advisor to the General Manager and Board on financial planning issues.
- Coordinates preparation of the annual budget request for the Finance department; reviews staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption to ensure efficient operations; approves purchase requisitions.
- Interviews and hires new staff; prioritizes, assigns, and reviews work; approves time off for payroll purposes; prepares employee performance evaluations; monitors and participates in employee relations activities within the department; carries out activities related to succession planning, performance management, staff recognition, and other related activities.
- Serves as a member of the District's executive team, supporting the management, development, and implementation of District-wide plans, policies, and procedures.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in accounting or finance; and eight (8) years of full-time accounting or financial management experience, which includes experience in budgeting and rate setting and at least four (4) years' experience in a supervisory capacity. Consideration will be given toward possession of certification of professional accountancy (CPA).

Knowledge, Skills, and Abilities:

Knowledge of: principles, procedures, and methods used in governmental accounting and financial management; principles of management and administration; federal, state, and local laws and regulations impacting the financial affairs of a local water district; budgeting, financial forecasting, and rate setting; utility billing and customer account management; principles and procedures of debt issuance and management; principles and procedures of financial record keeping public purchasing and contract management practices; cash management techniques; District investment policy; modern principles and practices of effective employee supervision, training, and personnel management; and employee relations concepts and methods; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: plan, organize, and direct an effective financial services program; analyze, interpret, and apply information; perform financial analyses; choose among alternative courses of action and develop sound recommendations; understand and implement laws, regulations, policies, and procedures; plan, assign, and supervise the work of subordinate staff; work effectively with unions and maintain positive employee relations within the department; maintain detailed and accurate records; prepare clear and concise written reports including those submitted to the Board of Directors; prepare and make verbal presentations of financial material to non-financial audiences; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- A valid driver's license and a satisfactory driving record may be required.
- Certification of professional accountancy (CPA) is desirable.

Working Conditions/Physical Requirements:

The essential duties of this classification are performed in a controlled-temperature office and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone, computer keyboard and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and frequently lift objects weighing up to 20 pounds and occasionally up to 55 pounds.

Revised: 07/15, 02/21

Approved: _____
Human Resources/Risk Manager

Director of Finance