



CRESCENTA VALLEY WATER DISTRICT

FINANCE & ADMINISTRATION MANAGER

SUMMARY DESCRIPTION

Under direction of the Director of Finance & Administration, who oversees Customer Service, Information Technology, Human Resources, and Finance and Accounting, the Finance & Administration Manager plans, manages, and coordinates, and various finance, accounting, and administrative functions of the District. The Finance & Administration Manager participates in managing general accounting duties; the development and administration of departmental budgets; and the maintenance of various administrative functions. In addition, this position provides analysis and administrative support to the General Manager and other internal departments under the direction of the Director of Finance & Administration.

This position requires a person who is deliberate about teamwork and professionalism, is flexible and a good listener, and can express ideas and exercises good judgement in analyzing situations and making decisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Responsibly and accurately completes and manages general accounting duties in areas such as payroll, miscellaneous accounts receivable, job cost and fixed assets, journal entries and maintenance of general ledger accounts; and financial reporting in accordance with current Governmental Accounting Standards Board (GASB) guidelines; accuracy of all tax, payroll and benefits and OPEB reporting calculations and submittal of payments in compliance with established deadlines; and adherence to established internal controls practices and procedures.
- Provides financial information, and accounting and financial support to others in connection with purchasing, rates and charges analyses, tax law changes and compliance, payroll and benefits changes and compliance, and other financial information and analysis for District issues as required.
- Provides analysis and administrative support to the General Manager and other internal departments under the direction of the Director of Finance & Administration;
- Participates in the analysis and interpretation of utility billing records and customer usage data;
- Coordinates the annual budgeting process, including budget forecasting, coordinating budget workshops, creating budget presentations and improves processes as needed;
- Manages and understands the use of the financial software system and recommends system configuration changes and or modifications to improve performance, ease of use and to ensure the integrity of the system. Understands and guides others on the logic of interfacing software and reconciling financial data and transactions between software systems.
- Provides support in the administration of employee benefit programs; ensures compliance with applicable state and federal codes, regulations, and laws;

- Develops and coordinates with staff relating to the operation of the District's computer, network, accounting/customer information, and telecommunications systems;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations and incorporates new developments into programs areas, as appropriate;
- Oversees preparation and submittal of a variety of semi-monthly, monthly, quarterly, semi-annual, and annual reports to reporting and regulatory agencies; and
- Performs related duties as required.

QUALIFICATIONS

The successful candidate will reflect the District's core values as shown in the Strategic Plan. In addition, the following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully contribute to the District's mission and vision.

Ability to:

- Prepare and administer large and complex budgets at the departmental level;
- Ensure adherence to generally accepted accounting principles (GASB);
- Read, analyze, and interpret financial reports;
- Select, train, supervise, and evaluate staff;
- Gain the confidence and cooperation of department heads and employees;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare clear and concise financial reports;
- Interpret and apply applicable federal, state, and local policies, laws, and regulations;
- Effectively represent the District to internal stakeholders and outside individuals and agencies to accomplish the mission and vision of the District;
- Work cooperatively with other departments and the Board, including attendance at Board and other meetings;
- Exercise good judgment and maintain confidentiality in maintaining critical, sensitive, and confidential information, records, and reports;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Knowledge of:

- Operational characteristics, services, and activities of finance and accounting;
- Pertinent federal, state, and local laws, codes, and regulations including those governing and affecting human resources, labor relations, and employment;
- Principles and practices of long-range financial planning incorporating updated rates and rate structures;
- Internal control and audit principles and practices; and

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public administration or related field. A graduate degree in business administration and management, public administration or accounting is desirable.
- Five years of increasingly responsible experience in finance, accounting, and public administration or a related field.

Licenses/Certificates:

Possession of a valid State of California valid driver's license and a satisfactory driving record.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public.
- Physical: Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, push, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
- Hearing: Hear in the normal audio range with or without correction.

SALARY AND BENEFITS

- Salary is DOQ/negotiable
- Comprehensive Medical, Dental, and Vision insurance plans
- PERS retirement plan
- 10 days of vacation to start, 11 sick days, 14 holidays annually, District-provided term life insurance and disability insurance coverage
- Optional deferred compensation plan
- Job status: Exempt

FILING DEADLINE

Tuesday, December 17, 2019 at 4:00pm

Application forms are available online at the District website www.cvwd.com or at the Main Office. All applications should be sent to jlee@cvwd.com or returned to the District Main Office at 2700 Foothill Blvd., La Crescenta, CA 91214.

Resumes will not be accepted in lieu of District application forms.

An Equal Opportunity Employer