

**VALLEY CENTER MUNICIPAL WATER DISTRICT**  
**DIRECTOR OF FINANCE AND ADMINISTRATION**

**DEFINITION**

Under administrative direction of the General Manager, incumbent plans, directs and participates in District financial, accounting, administrative, human resources and business service activities, including customer service, information systems and investment activities.

**CLASS CHARACTERISTICS**

This is an exempt, single incumbent, department-head level class responsible for planning, organizing, directing and participating in District financial, accounting, administrative, human resources and business service activities, including customer service and investment activities. Ensures appropriate financial controls and security measures are in place to safeguard District funds; participates in the development of the District's annual operating budget; performs complex and difficult financial and accounting analyses; and performs related duties as assigned. Incumbent serves as Board Treasurer.

**ESSENTIAL DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this position.*

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objective and values.

Supervises staff to include: prioritizing and assigning Finance Department work; conducting performance evaluations; ensuring that employees follow policies and procedures; making hiring, termination, and disciplinary decisions and recommendations.

Plans, manages, and oversees the daily functions, operations, and activities of the Finance division, including accounts payable and accounts receivable; prepares, monitors, forecasts, and analyzes financial information, reporting, and recordkeeping; recommends and implements process changes, performance metrics, internal controls, and other areas requiring improvements.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.

Manages, coordinates, and participates in the development and administration of the District's annual budget including the preparation of revenue and expenditure projections. Directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.

Directs and performs professional accounting work, including general ledger maintenance, subsidiary ledgers and journals maintenance, accounts receivables and payables, payroll, and a variety of control and informational records and reports.

Prepares periodic and special financial reports and analyses, including those required for submission to

various governmental agencies; coordinates the annual audit of District financial records, systems and the Comprehensive Annual Financial Report.

Serves as the Treasurer of the District; secures financing packages utilizing tax-exempt financing; manages the District's investment portfolio including daily investments as well as long-range investment policies and other financial management programs.

Administers the maintenance of District property records and inventories which includes managing the District's property leasing actions.

Provides professional assistance to members of District departments on finance and related matters; provides leadership and technical assistance to the Board, committees, and others; makes presentations of District financial status and operations to the Board; represents the District in meetings with governmental agencies and professional and business organizations.

Directs the activities of and provides technical assistance to staff regarding meter reading and service, billing, collection and customer service activities.

Conducts special studies, recommends District rates and changes and makes policy and procedure recommendations in areas of expertise; confers with District staff at all levels and represents the District in contacts with the local financial community and the public.

Oversees and participates in human resources activities of the District, including hiring, salary administration benefits administration, disciplinary and termination proceedings.

Participates in meet and confer sessions with employee bargaining unit; directs administration of retirement benefits.

Performs other duties as assigned.

### **QUALIFICATIONS GUIDELINES**

**Knowledge of:** Principles and practices of leadership and employee supervision, including planning, evaluation, discipline, and the training of staff in work procedures; Governmental, fund and general accounting principles, practices and procedures, including budgeting and investment techniques; applicable laws and regulations; debt management and issuance principles and practices; auditing principles and practices; budget preparation and administration; investment techniques; customer service functions, including billing, collections and customer record keeping; administrative principles and practices, including goals and procedure development and implementation, work planning and organization, and employee supervision; applicable laws and regulations; modern equipment and communication tools used for business functions, including computers and software programs relevant to work performed.

**Ability to:** Provide administrative, management and professional leadership; monitor and evaluate subordinate staff; maintain various ledgers, journals and other control and informational records; prepare clear and accurate reports and statements; analyze complex financial and customer service problems, evaluate alternatives and reach sound conclusions within general policy guidelines; maintain accurate records and files; prepare internal and external financial statements, reports, narratives and other written materials; analyze, interpret, summarize and present technical information and data in an effective manner; perform complicated mathematical calculations and analyses; effectively administer a variety of finance programs and administrative activities; establish and maintain effective working relationships with representatives of financial institutions and business and community groups, the public and District staff at all levels; communicate clearly and concisely; deal tactfully and courteously with the public, often in difficult or strained circumstances; and, establish and maintain effective working relationships with other employees and those contacted in the course of the work.

## **EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS**

**Education:** Equivalent to a Bachelor's Degree from an accredited college or university in Finance, Accounting, or closely related field.

**Experience:** A minimum of eight years of professional accounting experience, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licenses and Certificates:** California Class C Driver's License, Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) and/or graduate degree in Business Administration or Management are highly desirable.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** While performing the duties of this job, the incumbent is regularly required to sit, stand, walk, talk and hear; use hands and fingers to grasp and feel or operate objects, tools, or controls; and, reach with hands and arms. The incumbent may occasionally be required to climb, balance, stoop, kneel, crouch, and crawl. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to computer monitors and other standard office equipment.

**Work Environment:** Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly under typical office conditions, and the noise level is usually quiet to moderate.

POSITION DESCRIPTION APPROVED:

  
\_\_\_\_\_  
General Manager

8/21/2020  
\_\_\_\_\_  
Date