

Chief Finance Officer

Approved by the Board of Directors, April 2020

<p>Reports to:</p> <ul style="list-style-type: none"> • General Manager and the Board of Directors 	<p>Classification:</p> <ul style="list-style-type: none"> • FLSA: Exempt • Regular Full-time
<p>Grade Level: 33</p>	<p>Directs:</p> <ul style="list-style-type: none"> • Accounting Manager • Payroll Accounting Specialist • Accounting Assistant • Utility Billing Specialist • Administrative Services and Purchasing Specialist
<p>Summary: Oversees the financial and risk management operations of the District, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve the District's assets and report accurate financial results.</p>	
<p>Essential Job Functions:</p> <ol style="list-style-type: none"> 1. <i>Management and Leadership:</i> Participates in key decisions as a member of the leadership team; Maintains in-depth relations with all members of the management team; Manages the Accounting, Payroll and Purchasing functional areas; Recruits, hires, leads, develops and supervises a small to medium-sized team; Provides regular coaching and guidance, supports career development; Manages performance through timely feedback and mid-year and annual formal review discussions; Provides opportunities for growth. 2. <i>Planning:</i> Works with the General Manager and the Board of Directors to set the District's future direction and supporting tactical initiatives; Monitors and directs the implementation of strategic business plans (long term financial model) to protect the District from adverse financial risk; Develops financial and rate strategies; Manages the capital request and budget development processes; Develops performance measures and monitoring systems that support the District's strategic direction. 3. <i>Operations:</i> Oversees the District's financial transaction processing systems, e.g., accounting, budgeting, financial statement preparation, financial planning; Implements operational best practices, including developing, designing, and improving internal control systems; Oversees payroll and employee benefit plans; Partners with Department managers to develop departmental budgets and staffing levels to cost-effectively achieve the District goals; Manages District debt including bond and interest payments, issuing and refinancing existing debt; Processes account maintenance signature cards and investment accounts signers; Approves bank reconciliations monthly and other reconciliations according to standards and guidelines. 4. <i>Financial Information:</i> Oversees the issuance of financial information; Monitors revenues and expenditures, and analyzes variances; Presents monthly, quarterly, and annual financial reports in accordance with Generally Accepted Accounting Principles to the Board reflecting the financial condition of the District; Ensures that the financial and arbitrage audit reports accurately reflect the District's financial condition. 5. <i>Purchasing:</i> Monitors the use of purchasing and expenditure authority in accordance with the Safekeeping of District funds order; Ensures compliance of purchasing policies for all District purchases. 6. <i>Risk Management:</i> Mitigates key elements of the District's risk profile; Monitors all open legal issues involving the District, and legal issues affecting the industry; Constructs and monitors reliable control systems; Maintains appropriate insurance coverage; Ensures compliance with all financial legal and regulatory requirements; Ensures that record keeping meets the requirements of auditors and government agencies; Reports risk issues to the General Manager and Board of Directors; Maintains relations with external auditors and investigates their findings and recommendations. 7. <i>Funding:</i> Achieves financial objectives by anticipating financial requirements, managing the District investment advisors, and coordinating activities of the District's investment officers in accordance with the Investment Policy; Monitors cash balances and cash forecasts. 8. <i>Third Parties:</i> Maintains banking and investment relationships; Manages any third parties to which accounting, payroll, or finance functions have been outsourced. 	
<p>Minimally Required Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> • <i>Finance and Accounting Principles and Practices:</i> Mastery of knowledge, skills and abilities in preparing organization-wide budgets, financial statements, developing and reporting revenue projections, risk management, and conducting financial reviews for governmental entities or not-for-profit organizations. • <i>Payroll Administration:</i> Advanced knowledge of administering payroll according to local, state and Federal requirements. • <i>Process Improvement, Technology and Systems:</i> Proven skills in interpreting data analytics and trends to recommend solutions. Foundational knowledge of the District's technologies and information systems. Ability 	

<p>to recommend improvements to processes and systems, promote excellence and demonstrate accuracy and thoroughness.</p> <ul style="list-style-type: none"> • <i>Public Funds Investment Act</i>: Foundational knowledge of the Act's requirements. • <i>Software Applications</i>: Advanced knowledge of Microsoft Office applications, foundational knowledge of Abila or similar accounting software, database and internet applications. • <i>Influencing and Customer Service Skills</i>: Proven ability to influence using diplomacy skills with key stakeholders. Proven customer service skills. • <i>People Management</i>: Proven ability to develop and manage team members to advance strategic thinking, planning and tactical execution skills. • <i>Relationship Management</i>: Mastery of skills in leveraging effective internal and external relationships and influencing key stakeholders in support of business goals. Ability to mend and reinforce broken or strained relationships. • <i>Business Acumen</i>: Deep knowledge of the business structure, operations and key leaders to understand points of connection, alignment, standards and processes. • <i>Organizational Communication</i>: Mastery of organizational communication strategies to increase impact of communications and employee engagement of internal programs, changes and experiences. Proven ability to create and implement employee communication strategies including cascades of key messages and action plans. • <i>Analysis and Sound Judgement</i>: Proven ability to make sound judgments. Proven ability to improve processes, promote excellence and demonstrate accuracy and thoroughness. • <i>Communication</i>: Mastery of oral and written communication skills using different forms of media. Ability to translate complex concepts to individuals at all levels. • <i>Organization, Planning and Multi-tasking</i>: Deep organizational and planning skills, project planning and management skills. Proven ability to set priorities, meet deadlines and multi-task with minimal supervision. Proven ability to coordinate activities. • <i>Self-Management and Teamwork</i>: Proven ability to work independently or as a member of the team, ability to be detailed-oriented and consistently accurate, ability to manage stress effectively in a fast-paced environment, and ability to quickly learn new systems, processes and procedures. • <i>Confidentiality</i>: Proven ability to maintain confidentiality on work-related issues
<p>Minimally Required Education, Training and Experience:</p> <ul style="list-style-type: none"> • Bachelor's degree in Finance, Accounting, Business Administration or related field from an accredited university. • 15 years of progressively responsible experience working in governmental entities or in not-for-profit organizations • 10 years' experience managing the finance function in governmental entities or in not-for-profit organizations • 5 years' experience managing administrative functions in governmental entities or in not-for-profit organizations
<p>Other Information:</p> <ul style="list-style-type: none"> • Travel required: (10% or less) • If required, must be willing to work irregular hours and at various intervals, including weekends, holidays, and evenings. • Adheres to all applicable safety and security guidelines and standards • Uses cellular and desk phone, laptop or desktop computer • Stands or sits for long periods of time • Must pass a drug screening test, criminal background check, and credit check • Ability to lift up to 25 lbs. for internal and external events support

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential job functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee's Signature

Date

Direct Supervisor's Signature

Date