



Classification Statement

Job Title: Director of Finance/Treasurer

Job Status: Exempt

Division: Finance

Summary:

Under the direction of the General Manager, the Director of Finance/Treasurer is responsible for appropriate control and administration of the District's funds, assets and investments. Responsibilities include preparing financial reports and projections for the Board of Directors; establishing rates and charges; coordinating and directing financial planning and budgeting activities of the District; performing investment analysis; reviewing and approving recommendations made by outside investment consultants on operating reserve and liquid funds; and, managing the District's debt program. The Director of Finance/Treasurer oversees the Accounting and Finance functions of the District, which include Accounts Payable, Accounts Receivable, Payroll and Budget, and is a critical member of the executive management team.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position.

1. Act as chief advisor and reporter to the Board of Directors with respect to the financial affairs of the District; present and interpret financial statements and other financial reports for Board meetings; make recommendations for Board action where appropriate.
2. Coordinate and direct short and long-range financial planning; prepare and submit biannual budgets for approval; conduct financial studies involving capital expenditure budgeting and forecasting, operating expenditure/revenue budgeting, cash flow analysis, water and wastewater rate model and cost of services.
3. Perform investment analysis; determine and make recommendations to the Board of Directors on proper timing and types of investments; work with investment consultant on District's investments and conduct quarterly investment

- subcommittee meetings; prepare annual investment policy per government code and submit to the Board for approval.
4. Obtain financing as directed; coordinate the sale of general obligation bonds, certificates of participation and revenue bonds as well as short-term financing, such as warrants, assessment bonds, grants, connection fees and taxes.
 5. Conduct a comprehensive assessment of District policies, procedures and practices to ensure internal controls and compliance; coordinate with various departments to review/revise existing practices as deemed necessary.
 6. Prepare ongoing risk assessments to evaluate potential risk of fraud, misappropriation and other financial risks to the organization; develop a schedule and design audit procedures for testing the risk areas identified; conduct audits of risk areas and prepare a report of the findings and recommendations.
 7. Design, prepare, produce, and submit the Comprehensive Annual Financial Report (CAFR) for Board approval; submit the final CAFR to the Government Finance Officers Association (GFOA) each year for award consideration; coordinate the preparation of other required reports.
 8. Assure implementation of all financial and accounting policies and procedures as directed by the Board of Directors.
 9. Assure compliance with reporting and other requirements of regulatory agencies; maintain contact with utility regulatory agencies and governmental agencies; prepare or supervise the preparation of various reports to regulatory and other agencies.
 10. Prepare or supervise and review the preparation of accounting reports and statements; develop operating and other statistics used for budgeting water sales, purchases and costs.
 11. Coordinate and direct internal auditing functions; receive reports and provide feedback as appropriate to the Assistant General Manager and General Manager; assist in correcting control weaknesses.
 12. Perform cost-of-service and rate studies; present results to executive staff and the Board of Directors for review.
 13. Act as primary contact for independent auditors.
 14. Supervise the development of new systems and the review of existing practices.

15. Direct the overall activities of the Finance Division, including assignment and follow-up of special projects to subordinates.
16. Develop strategic financing plans to fund ongoing operating activities and capital projects.
17. Perform other duties as assigned.

Qualifications

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

1. A Bachelor's Degree from an accredited college or university in accounting, finance, economics or related field.
2. Five to seven years of increasingly responsible management experience, preferably in public sector environment, utilizing enterprise fund accounting.
3. Experience in establishing and using information systems technology in performing accounting functions is desired.
4. Must maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Ability to verbally communicate with District management, coworkers and the public in face-to-face, one-on-one and group settings; regularly use a telephone for communication; use office equipment such as a personal computer, copier and facsimile machines. Sit and/or stand for extended time periods; hearing and vision required to be within normal ranges; carry, push, pull, reach and lift up to 25 lbs. routinely; read at, above, and below shoulder height; occasionally stoop, kneel or crouch; sufficient manual dexterity required to operate equipment. Position requires travel by automobile to conduct District business.

Conduct Standard:

Interacts with coworkers, supervisors, and the public in a positive, cooperative, and supportive manner.

The specific statements shown in each section of this classification statement are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.