



Internal/External Employment Opportunity

JOB TITLE: Director of Finance/Treasurer

JOB STATUS: Exempt

PAY RANGE: Dependent on Qualifications

CLOSING DATE: Open Until Filled

DUTIES: 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, including required rates and charges, for the Board of Directors; 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 management program. In addition, the Director of Finance/Treasurer is responsible for preparing the Annual Financial Report, ensuring that all accounting functions operate effectively and all necessary financial controls are implemented. 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.

QUALIFICATIONS: A Bachelor's degree from an accredited college or university in accounting, finance or related field; five to seven years of professional management experience, preferably in public sector enterprise fund accounting; experience in the use of information systems technology in performing accounting functions is desired; an advanced degree in finance, business, economics or related field or a CPA is desired; must possess

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and maintain a valid California driver's license and a safe driving record.

**APPLICATION
PROCEDURE:**

Please complete a District Application for Employment, which can be obtained from our website at www.mnwd.com. Submit your completed application along with salary history and three work-related references to MNWD, Attn: Gina Hillary, 27500 La Paz Road, Laguna Niguel, CA 92677. Resumes will not be accepted in lieu of a completed District application; however, resumes may be included as an attachment. This recruitment is open until filled.