



Job Classification

Title: Chief Finance Officer
FLSA Status: Exempt
Job Code: 105

POSITION OVERVIEW

This position has principal responsibility for the District's finance and accounting functions. Plans, organizes, and directs the District's financial affairs, including but not limited to financial planning for capital projects, budgeting, accounting, cash management, internal controls, payroll processing, and rate setting. Collaborates with General Manager and Executive Managers to develop management strategies. Performs a wide variety of technical duties and provides financial technical support to the Board of Directors, General Manager, and other departments; conducts and completes special projects as assigned.

OVERSIGHT

Supervision Received: Reports to the General Manager or to the Board of Directors in his absence.

Supervision Given: Supervises the Senior Financial Analyst and Accounting Technician.

ESSENTIAL FUNCTIONS

- Assumes management responsibility for all finance department functions.
- Responsible for the preparation, organization, and review of the annual District operating and capital budget and the establishment of annual water rates and charges.
- Oversees the annual audit and the preparation of the monthly budget reports, monthly treasurer's report, and other related monthly financial reports; supervises accounts payable, accounts receivable, payroll and related duties, and general ledger accounting functions.
- Preparation of the District's annual strategic plan with executive management.
- Negotiate and prepare agreements related to finance projects and review and consult on agreements developed by other departments to ensure financial integrity.
- Leads, plans, organizes, integrates, and evaluates the work of Department functions

through assigned Finance staff by establishing goals and performance measures.

- Represent and coordinate Finance activities with District departments, elected officials, member agencies, and external agencies.; specifically, those influencing MWD regarding matters that impact the District's finances.
- Maintains the District's investment activity and prepares regular status reports and recommendations for the Board of Directors; reviews investment actions for accuracy and conformance to policy; seeks to maximize investment interest by capturing competitive investment issues and funds.
- Prepares memoranda and presentations on behalf of executive management to the Board of Directors and other audiences.
- Conducts surveys and performs research and statistical analyses as requested; prepares related reports and recommendations; compiles materials in the preparation of reports and manuals.
- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Generally accepted accounting principles and governmental financial and statistical practices, including record keeping and budgeting; writing and proper English language rules; common business computer applications such as Microsoft Word, Excel, PowerPoint, Outlook, and the Internet.

Ability to: Effectively administer standards of finance and accounting; perform a variety of financial and statistical record keeping assignments; make arithmetical calculations quickly and accurately; prepare financial reports; analyze situations accurately and develop effective courses of action; organize and manage multiple priorities and projects; ability to communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; ability to interact effectively with superiors and subordinates; demonstrate initiative, task-orientation, and follow-through in the approach to and completion of assignments; comply with District policies and safety requirements.

EDUCATION AND EXPERIENCE

The Chief Finance Officer will possess a combination of education and experience equivalent to:

- Seven (7) years of progressively responsible governmental or private/public utility accounting experience required, which includes four (4) years of management and supervisory experience. Work experience shall demonstrate the preparation of various financial statements, reports, annual budgets, financial analyses, governmental reporting, and general office management.
- Bachelor's degree in accounting from an accredited college or university.
- Current CPA license is desirable.
- Knowledge of Caselle accounting systems is a plus.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, i.e., evenings and weekends, and at various locations that will require operating a motor vehicle. Requires occasional air travel and overnight stays.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates

- Licensed as a Certification Public Accountant (CPA) in California is desirable.

Licenses

- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations

- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Chief Finance Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

Employee Signature: _____

Supervisors Signature: _____ Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.