

FINANCE ANALYST

Closing Date
Sunday, October 6, 2024



(909) 621-5568



[THREEVALLEYS.COM](https://www.threevalleys.com)



VROBLES@TVMWD.COM

ABOUT TVMWD



Three Valleys MWD (District/TVMWD) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut, and East San Gabriel Valleys. There are 14 cities and water agencies that are within the TVMWD service area, which covers an area of 133 square miles and a population of over 500,000. The District's annual budget is \$80 million, with the majority of the expenses associated with the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over TVMWD.



JOIN OUR TEAM!

Are you a Finance professional with expertise in financial and statistical statements, governmental accounting standards, and a strong sense of initiative? Do you thrive in a smaller, professional environment? If you're looking for flexible working conditions, excellent benefits, including four 10-hour days and telecommuting options, we want to hear from you!

THE POSITION



Under general direction, leads, coordinates, and participates in a variety of complex financial analyses; manage the accounts payable and payroll functions; may perform duties related to budget preparation, monitoring, and financial reporting; and prepares financial and statistical statements in accordance with generally accepted accounting principles (GAAP) and governmental accounting standards; assists in auditing District funds and accounts; and performs related duties as required.

THE RIGHT CANDIDATE



TVMWD is seeking an experienced finance professional that will be a leader in cultivating and elevating the District's commitment to its core values. They will have a demonstrated background in exercising accountability and broad finance skills at all levels while creating a place where people can do their best work. The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of co-workers. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field, and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working on multiple tasks and show good judgment in prioritizing assignments.

ESSENTIAL FUNCTIONS



- Assists and supports the Finance Manager and CFO as needed.
- Prepares payroll, ledgers, registers, journals, and analyses; Federal and State payroll reports and PERS payroll reports; maintains and distributes pension records and reports; reconciles and prepares monthly benefit invoices; prepares employee W-2s for submittal to IRS.
- Coordinates with the HR/Risk Manager on adding, updating, changing and verifying employee statuses, benefits and salaries in the payroll software system; prepares and furnishes payroll information as needed; provides assistance with payroll questions.
- Performs statistical analysis and research in a variety of financial areas as needed; prepares a variety of detailed complex accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with GAAP, District policies, and state and federal requirements.
- Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports.
- Prepares and maintains accounts payable records, invoices, voids, mail checks, and payments; prepares disbursement reports for Board approval (warrant list).
- Prepares monthly reports such as, but not limited to, department budget to actual and monthly water sales summary reports.
- Prepares annual and quarterly payroll and accounts payable reports as required by federal, state, and local agencies.
- Maintains various accounting files and records, including but not limited to W-9 files and spreadsheets for year-end 1099 preparation; reconciles and prints 1099's at year-end; year-end W2 preparation; reconciles and prints W2's.
- Prepares procure public records requests.
- Prepares and maintains Director's monthly travel expenses spreadsheets.
- Manages petty cash disbursement, recording, and reconciliation.
- Assists with preparation of purchase orders (daily and annual open POs), maintains a log and assigns PO numbers.
- Performs complex duties related to the District's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.
- Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; performs comprehensive financial activity studies as assigned.
- Performs related duties as assigned.

REQUIREMENTS &

QUALIFICATIONS

EDUCATION & EXPERIENCE

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

- Four (4) years of technical accounting and progressively responsible experience in performing a full range of financial, and statistical analyses, preferably in a governmental agency.
- Bachelor's degree in finance, accounting, or related business field from an accredited college or university.
- Knowledge of Caselle finance systems is a plus.

PHYSICAL DEMANDS & 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.

COMPENSATION & BENEFITS

The salary range is \$63,843 – \$102,148 annually. In recognition of the value it's employees deliver to the District, TVMWD offers a comprehensive Benefits Program which includes:

- **Work Schedule:** Four 10-hour days, Monday through Thursday
- **Telecommuting Opportunities:** Up to 1 day per week, depending on job duties (only after 6 months of service) and in accordance with the policy
- **CalPERS Retirement:** 2%@62 formula for PEPRAs employees; 2%@55 for Classic employees. Employees pay 7% – 7.75%. TVMWD does not participate in Social Security but does participate in Medicare
- **Deferred Compensation:** Two plans are offered to employees: 401(a) – TVMWD a match of employee contributions up to \$500 per month (\$6,000/year) and a 457 voluntary plan where employees can elect to deferred compensation pre-and/or post-tax up to the IRS limits.
- **Medical:** Employees may elect from Anthem Blue Cross PPO, High Deductible PPO, HMO, and Kaiser HMO plans. Employees pay 0–5% of medical premiums for individual/couple/family.
- **Dental & Vision:** Full coverage for employee and family at no cost employees.
- **Employee Assistance Program (EAP):** Available to employees and their families at no cost to employees.
- **Health Reimbursement Arrangement (HRA):** TVMWD pays \$1,000 annually for out-of-pocket health related expenses not covered by insurance
- **Health Savings Account (HSA):** TVMWD contributes up to \$800/annually into an HSA account for employees who select a high deductible plan.
- **Short/Long Term Disability (STD/LTD):** TVMWD pays 100% of premiums.
- **State Disability Insurance (SDI):** TVMWD pays State Disability Insurance.
- **Life Insurance:** TVMWD offers 2x the annual salary up \$300,000
- **Holidays:** 12 days per year, including up to 3 floating holidays (non-probationary employees)
- **Sick Leave:** 96 hours per year
- **Vacation:** 80 per year
- **Tuition Reimbursement:** Up to \$5,000 per year
- **Wellness:** On-site gym available and more
- **Other Benefits Include:** Telephone reimbursement, Jury Duty coverage, Flexible Spending Account (FSA), Retiree Health, and Supplementary life insurance

For a list of all benefits offered by TVMWD please visit www.threevalleys.com.

MEET OUR TEAM

Three Valleys' culture is dynamic, supportive, and collaborative. We pride ourselves in our dedication to our team. Take a look at what some employees say about working at TVMWD.



Brian Pen, Water Resources Analyst

"Three Valleys has been an absolute pleasure to work at! As a relatively new member of the Three Valleys team, I have been warmly welcomed kindly by my coworkers and find that I have learned something new each day I walk into the office."



Jonathan Larson, Shift Operator

"Three Valleys is a great place to work, it has a friendly environment. You will work with very knowledgeable people in the industry. The atmosphere you get while working here is more of a close-knit and it's a place where you want to retire from."



Rich Quintero, Inst/Elec System Ops

"The staff at TVMWD has created a fantastic work atmosphere. Their support, combined with managements commitment to providing the right tools, has made my time here exceptional. I wish I had joined the team earlier."



Marissa Turner, Adm/Comms Asst.

"Working at TVMWD is more than just a job, it's a career and the place you want to retire from. The management team supports their staff and promotes a positive working environment for you to grow. The people you meet here aren't just coworkers, they become your second family."



HOW TO APPLY

The final filing date is **October 6, 2024, at 11:59 PM PST**. To be considered for this exciting and rewarding career opportunity, please submit your completed District application and resume via email to the Human Resources department at vrobles@tvmwd.com. Applicants may obtain an application by visiting www.threevalleys.com.

Communication regarding the recruitment process will be sent to the email address listed on your application.

***Note:** The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.*



**THREE
VALLEYS**
MUNICIPAL
WATER
DISTRICT




GET IN TOUCH

Contact Us :

Human Resources Department

 Viviana Robles

 vrobles@tvmwd.com

 (909) 293-7030