



DIRECTOR OF FINANCE

Salary Range: \$10,829 - \$14,512

San Lorenzo Valley Water District is looking for applicants for the position of Director of Finance. Please read the details of the position and how to apply below:

NUMBER of POSITIONS TO FILL: One (1)

CLOSING DATE: Open until filled

SALARY: \$10,829 - \$14,512 per month depending on qualifications

ABOUT THE DISTRICT

The San Lorenzo Valley Water District is located in the coastal redwoods approximately 10 miles northeast of Santa Cruz, CA. If you live in the nearby towns of Felton or Scotts Valley, you are a relaxing 15-minute drive to work or the beach. The District maintains approximately 190 miles of pipeline and serves a population of approximately 35,000 customers. The SLV Water District was established in 1941 and serves the communities of Boulder Creek to Felton and Lompico to Scotts Valley.

DEFINITION

Under administrative direction of the General Manager, the Director of Finance supervises, oversees and manages the activities and operations of the Finance Department including financial reporting, general accounting, purchasing, warehousing and inventory control; budget preparation, payroll, debt administration, revenue management, administration of invested funds and performs other related duties as required.

CLASS CHARACTERISTICS

The Director of Finance is an executive management classification responsible for complex functions related to the fiscal and business components of the District. The position will provide direction, hands-on management, and continual improvement of day-to-day and long-term financial operations. Work is performed with a very high degree of independence and judgment. The incumbent supervises subordinate staff in the finance department, as well as works closely with other management staff as assigned.

CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED

Supervised by: General Manager

Exercises supervision over: Accounting Clerk
Accountant

MOU: Management, Supervisory & Confidential

Status: Full-time, exempt

ESSENTIAL DUTIES (Duties may include, but are not limited to, the following)

Assumes full management responsibility for all Finance Department services and activities including financial and accounting processes including preparation and maintenance of the fiscal and accounting records, and preparation of accurate and timely financial reports; directs the development and implementation of new and/or modified general accounting and internal control systems and procedures; prepares month-end and year-end closing and oversees and coordinates annual audits.

Directs, supervises, and participates in all aspects of the District's annual budget development and monitoring; provides financial and statistical analysis and assistance to District departments, as well as the Board of Directors; determines the fiscal impact of policies and Board's requests; provides financial information and analysis in support of all rates, fees, and charges, both existing and proposed.

Manages the District's payroll function, including tax reporting; supervises staff responsible for processing payroll, ensures that payroll work meets standards of accuracy and established deadlines and includes the proper application of collective bargaining contract provisions and policies related to compensation, resolves and responds to more complex inquiries from employees, performs budgetary position control, and assists in the calculation of payroll projections.

Exercises supervision over assigned staff; interviews and recommends selection of candidates, establishes performance expectations, prepares, and conducts employee evaluations, conducts informal counseling on work issues, prepares documentation and improvement plans to address work problems/ deficiencies, and recommends and implements approved disciplinary actions.

Directs the integration of computer-based systems for accounting and business record-keeping including project management, work orders, inventory, and purchasing, and provides training to staff in their use.

Prepares prudent, reasonable annual accounting division budget and monitors same to ensure expenditures are within budget.

Coordinates all fiscal matters to ensure compliance with State and Federal grant, loan, and bond guidelines and requirements.

Prepares and distributes timely and complete financial reports including State Controller's report, Statements of Financial Position, income statements, and those related to fund balances, cash flow, and investments including supporting documentation.

Develops, prepares, and recommends policies related to fiscal management, compliance, and accountability.

May serve as General Manager in the absence of the GM as assigned.

Provides technical assistance to Customer Service Representative staff regarding, billing, collection, and customer services activities.

Respond to serious customer concerns and provide complaint resolution within District policy

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- Principles and practices of financial analysis.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Fundamentals of investment management, monitoring of assets, and required reporting.
- Cash flow management and financial projections for planning and decision-making.
- Advanced accounting and financial reporting systems.
- Advanced principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- Principles and practices of effective management and supervision including planning, organizing, reviewing work, and training and evaluating staff.
- Computer applications related to accounting, budgeting, and fiscal management.
- Principles, practices, and trends of public and business administration.
- Applicable Federal, State, local, and district laws rules, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.

ABILITY TO:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department-assigned program areas.
- Use modern office equipment including computer equipment and specialized software applications and programs.
- Utilize good judgment in setting priorities, evaluating, and assigning personnel.
- Supervise, train, and evaluate employees.
- Interpret and apply applicable laws, rules and regulations, and technical information.
- Develop sound budgets, fiscal policies and procedures, and internal audit protocols.
- Principles and practices of customer service including collection of delinquent accounts.
- Perform complex accounting and financial analysis.
- Communicate effectively orally and in writing with staff and the public.
- Establish, maintain, and foster positive and effective relationships with others contacted in the course of work.

TRAINING AND EXPERIENCE GUIDELINES

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION: Equivalent to a bachelor's degree in finance or related field.

EXPERIENCE: Five (5) years of progressively responsible experience in finance, accounting, or auditing preferably in governmental/ municipal agency.

CERTIFICATIONS, LICENSES, AND REGISTRATIONS

A valid California class C driver's license must be maintained at all times

PHYSICAL AND SENSORY REQUIREMENTS

- Sufficient eyesight to read fine statistical reports and standard text and data on computer terminal screens.
- Ability to speak and hear at normal conversational levels in person and over the telephone.
- Manual dexterity to write legibly and to use calculators, computer terminals, and other general office machines.
- Ability to lift and carry up to approximately twenty-five pounds; reach, bend, or crouch to use files and records.

BENEFITS

This District provides a competitive benefit package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Time Off, Paid Holidays, CalPERS Pension, Life Insurance, Disability Insurance, and more.

APPLICATION REQUIREMENTS

Please submit a completed package consisting of the following:

- * District Employment Application (see below)
- * Resume
- * Letter of Interest
- * Supplemental Questions (see below)

You can find the complete package of documents at the following link:

<https://www.slvwd.com/home/news/slvwd-hiring>

Email to humanresources@slvwd.com, or mail to the following address:

Human Resources
San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006

CLOSING DATE: Open until filled

See **Supplemental Questions** below and **Application for Employment** on the following pages

Supplemental Questions: Director of Finance

Supplemental Questions are REQUIRED and MUST be submitted with your application in order to be considered for this position. Responses to the questions serve as documentation of each candidates' ability to present information clearly and concisely in writing. Responses must be typed and cannot exceed two (2) single sided electronic 8.5 X 11 inch pages.

Supplemental Questions: Director of Finance

1. For each relevant position held, briefly provide specific information that clearly describes:
 - a. Your functional areas of responsibility;
 - b. The size and type of each organization;
 - c. Your position within each organization and the title of the position to which you reported;
 - d. The number and level of staff you directly managed.
2. Describe your experience in working with and knowledge in governmental financial reporting and budgeting.
3. Describe your experience in working with and knowledge in customer service.
4. Describe your experience in working with and knowledge in ERP systems and internal controls.

APPLICATION FOR EMPLOYMENT

San Lorenzo Valley Water District
13060 Highway 9, Boulder Creek, CA 95006-9119
Phone: 831-338-2153, Fax: 831-338-7986
Website: www.slvwd.com

San Lorenzo Valley Water District is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital status, age, physical or mental disability, medical condition, or sexual orientation.

| | |
|--------------------------------|---------------------|
| Title of Position Applying For | Date of Application |
|--------------------------------|---------------------|

Personal Information

| | | | | |
|------------------|---------------|-------------|-------|-----|
| Last Name | First Name | Middle Name | | |
| Address | Street | City | State | Zip |
| Telephone Number | Email Address | | | |

How did you hear about this position? _____

Do you have a valid California Driver's License? ☐ Yes ☐ No

| | | |
|----------------|-----------------|-----------------|
| License Number | Type of License | Expiration Date |
|----------------|-----------------|-----------------|

Desired Salary: _____ Date Available: _____

Do you need reasonable accommodations to take a written test or interview? ☐ Yes ☐ No

Are you a U.S. Citizen or are you legally authorized to work in the U.S.? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

May we contact your former employers? ☐ Yes ☐ No

Have you previously applied for employment with the District? ☐ Yes ☐ No

Have you ever been terminated or asked to resign from a position? ☐ Yes ☐ No

If yes, please explain: _____

Have you ever been employed at the District? ☐ Yes ☐ No

If yes, please explain: _____

Education and Training

Did you graduate from High School? ☐ Yes ☐ No

If not, do you possess a GED or equivalent? ☐ Yes ☐ No

Please list any degrees, certificates, and licenses below:

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Employment History

Please describe your work experience in detail, beginning with your current or most recent position. If needed, attach additional sheets using the same format as on this application.

| | | |
|--------------------|--|---------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
| Name of Employer | Address of Employer (include city and state) | Phone Number |
| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

| | | |
|--------------------|--|---------------|
| Exact Job Title | Dates of Employment | Hrs. per Week |
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| Name of Supervisor | Number of Employees You Supervised (if applicable) | |
| Reason for Leaving | | |

References

Please list at least three professional references.

| | | |
|-------------------------|--------------|---------------|
| Name of First Reference | Job Title | |
| Relationship | Phone Number | Email Address |

| | | |
|--------------------------|--------------|---------------|
| Name of Second Reference | Job Title | |
| Relationship | Phone Number | Email Address |

| | | |
|-------------------------|--------------|---------------|
| Name of Third Reference | Job Title | |
| Relationship | Phone Number | Email Address |

Applicant's Statement

I hereby certify that all statements given herein are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment. I also agree that the District may verify past employment and educational attainments and may contact my present employer after approval has been granted.

Signature: _____

Date: _