



## **DIRECTOR OF FINANCE and BUSINESS SERVICES**

**Salary Range: \$10,373 - \$13,900**

San Lorenzo Valley Water District is looking for applicants for the position of Director of Finance and Business Services. 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:** \$10,373- \$13,900 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 and Business Services performs difficult and complex professional accounting and administrative work in developing, implementing and directing the finance, accounting and business functions of the District, including budgets, audits, customer service, general ledger, accounts payable, payroll and reimbursement, financial analysis, financial reporting, purchasing, warehousing, and inventory control; and performs other related duties as required. Oversees and directs the work of assigned staff and consultants.

### **CLASS CHARACTERISTICS**

The Director of Finance and Business Services 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 and business systems. Work is performed with a very high degree of independence and judgment. The incumbent supervises subordinate staff in the finance and customer service area, as well as works closely with other management as assigned.

### **CLASS INFORMATION, SUPERVISION RECEIVED AND EXERCISED**

Supervised by:	District Manager
Exercises supervision over:	CSR I/II Field CSR I/II Accounting Clerk Accountant Accountant/Office Supervisor Human Resources Specialist
MOU:	Management, Supervisory & Confidential
Status:	Full-time, exempt

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

Directs the District's 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, assists 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 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.

Guides the Human Resource Specialist to plan, organize and manage human resources activities, including benefits administration, employee relations, recruitment and selection, classification and compensation, workers compensation, employee development, and other related activities.

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 staff mentioned above; 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, purchasing and provides for training 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 assure compliance with State and Federal grant, loan, and bond guidelines and requirements.

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

Prepares and distributes timely and complete financial reports including State Controller's Report, Statements of Financial Position, Income Statements, Fund Balances, Cash Flow, investments and all supporting documentation.

Directs the activities of and provides technical assistance to CSR staff regarding, billing, collection and customer services activities;

Plans, organizes, assigns and supervises the work of the Field CSR I/II engaged in meter reading; maintenance, repair and replacement of meters, and the investigation of customer concerns related to water usage and service.

Responds to serious customer concerns and provides complaint resolution within District policy.

## **QUALIFICATIONS**

### **DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:**

- Accounting theory, principles and practices and their application;
- Advanced accounting and financial reporting systems;
- Advanced principles and practices of budget preparation and administration;
- Principles and practices of effective management and supervision including planning, organizing, reviewing work and training and evaluating staff;
- Principles and practices of financial analysis;
- Computer applications related to accounting, budgeting and fiscal management;
- Principles, practices and trends of public and business administration;
- Applicable federal, state, and district laws rules and regulations.

### **ABILITY TO:**

- Use personal computer programs including MS Office applications;
- 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 public;
- Establish and maintain 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:** Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field is required. A Master's degree in a related field is highly desirable.

**EXPERIENCE:** Five (5) years of progressively responsible experience in governmental/ municipal finance, accounting or auditing, including at least three (3) years of administrative and management responsibility.

### **CERTIFICATIONS, LICENSES, AND REGISTRATIONS**

Certification as a Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO) or Certified Government Finance Manager (CGFM) is highly desirable.

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](mailto: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 & Business Services**

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:**

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.
1. 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](http://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
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## 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
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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:


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
Name of Employer	Address of Employer (include city and state)	Phone Number
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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		

## 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: \_