

Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Senior Financial Manager
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GENERAL PURPOSE

Under general direction, plans, organizes, directs, and implements financial strategies; plans, organizes, and manages the District's financial affairs, including but not limited to one or more areas of financial planning for budgeting, rate setting, treasury and debt management, capital projects, accounting operations, project accounting; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating financial processing, reporting, and record-keeping activities. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include overseeing day-to-day activities and providing senior-level management and financial planning of the District's financial affairs within the areas of budgeting and rate setting, treasury portfolio management, municipal debt issuance and management, general and project accounting, and financial operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Chief Financial Officer or Controller, as assigned. Exercises direct supervision over professional, and technical support staff.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, organizes, supervises, trains, and evaluates the performance of assigned staff; establishes performance requirements and personal development

targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and assures uniform adoption of those practices.

- Provides day-to-day leadership and works with staff to ensure a high-performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary to meet changing conditions.
- Reviews, plans, organizes, controls, and implements programs, functions, and projects within the Finance Department and those with financial overlap; ensures adherence to District policies and procedures and principles and practices of public administration.
- Ensures appropriate controls are in place to safeguard the District's financial assets during standard transactions and when implementing new policies and programs.
- Provides guidance to staff on applicable state and federal regulations and District financial processes and procedures.
- Serves as department liaison to other District departments with respect to understanding accounting documents, account coding, and other financial processes related to budget and rate setting, treasury and debt management, and operations.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

When Assigned to Budget, Rates, and Analysis:

- Monitors District finances with attention to internal and external influences; performs quarterly financial analysis and prepares report and presentation to be presented to the Board of Directors.
- Supervise the preparation and update of the District's Consolidated Schedule of Rates, Fees, and Charges.
- Guide the development of long-term financial plans including revenue and expenditure forecasts.
- Directs all activity of the operating and capital budget, cost of service studies, water agreements analysis, rate setting analysis, and other ad-hoc analysis as needed.
- Manages and coordinates the development and implementation of the District's operating budget; formulates, prepares, and communicates budget completion schedules and deadlines; coordinates the budget process and ensures timely completion. Oversees the preparation of various analyses and related budget adjustments.
- Manages the preparation of the budget book in accordance with GFOA standards.
- Manages a variety of financial research and analysis on various segments of the District's operations; collects and analyzes data on District practices, policies, and procedures related to budget processes.

When Assigned to Debt, Treasury, and Special Funding:

- Assists with development of ratings and annual Plan of Finance presentations to the Board and Administrative Committee; prepares Board letters and provides presentations on new Community Facilities District (CFD) formations, change proceedings, and new and refunding bond issuance; composes all required legislative paperwork and analysis for various Bond rates and assessments and submits to the Board.
- Manages the District's investment portfolio, treasury, and cash flow
- Assists in the development of policies, strategies, and operational guidelines for the District's investment portfolio; aids in compliance with laws, rules, regulations, and guidelines; assists in the review of legislation as it affects investment policies and procedures.
- Prepares all annual disclosure documents for General District debt portfolio

- and files with the Municipal Securities Rulemaking Board (MSRB) and related continuing disclosure requirements; prepares quarterly reports for submission.
- Compiles and manages centralized information repository for District debt-related information; coordinates with District departments, Municipal Advisor, and Bond Counsel to develop disclosure documents for General Debt refunding and new issuances; ensures information is disclosed and updated prior to Board adoption.
 - Reviews District debt payments and arbitrage calculations; submits rebate payments to the IRS; maintains cash accounting of all CFD funds; prepares implementation strategy and procedures for new programs; ensures Special Funding data related to bond issuance and levied special taxes is correct and compiled in accordance with the State Controller and the California Debt and Investment Advisory Commission (CDIAC).
 - Monitors legislation; leads team of consultants and staff in land-secured bond refunding and new bond issuance; writes requests for proposals; writes and makes amendments to debt-related policies.

When Assigned to Accounting Operations:

- Maintains and reviews all financial and accounting policies, procedures, and processes to ensure activities are conducted in accordance with Generally Accepted Accounting Principles (GAAP) and Government Financial Officers Association (GFOA) accounting standards; performs complex professional accounting duties and analysis in the preparation and maintenance of financial records, statements, and reports.
- Coordinates, manages, and participates in the monthly and year-end closing process; prepares monthly and year-end journal entry close schedules; prepares and files the annual State Controllers Reports; reviews and approves annual filing of the Miscellaneous 1099's; reviews and approves all sales, use, diesel, and gas tax returns.
- Assists Controller in the coordination of the District's interim and year-end audit, the bi-weekly payroll, and in the preparation of the monthly financial statement and the Annual Comprehensive Financial Report (ACFR); prepares reports and gathers information or researches special projects, as requested.
- Reviews and approves accounts payable and accounts receivable output; transmits payroll, accounts payable, and special funding-districts check files; reviews the Daily Cash Analysis file; reviews and approves petty cash reimbursement and outside agency wire payment requests.

Continuous Improvement Duties:

- Applies continuous improvement principles in the deployment of branch and department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in organizational performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the division, department, or branch.
- Develops, maintains, and utilizes departmental performance indicators in making decisions.
- Establishes performance criteria for assigned staff.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

REQUIRED QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Bond math including amortization schedules and arbitrage calculations.
- Public agency budgetary, finance, and contract administration.
- Principles and practices of general, enterprise, and governmental accounting.

- General principles of investments, debt financing, and risk management related to the functions of the assigned area.
- GAAP, GASB, GFOA, and CSMFO best practices as they related to budgeting, reporting, policy preparation, contracting and bidding, and accounting.
- County property-tax levy process.
- Federal, state, and local laws, codes, and regulations in assigned areas of responsibility.
- California Debt and Investment Advisory Commission Best Practices for Municipal Debt Issuances.
- Organization and functions of a public Board of Directors.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Finance Division and the District.
- Prepare, administer, and monitor assigned budget.
- Evaluate financial programs and make recommendations for improvement.
- Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the District's assets.
- Define complex financial, rate-setting, and financing issues.

- Perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
- Prepare clear, concise, and comprehensive financial and treasury statements, correspondence, reports, studies, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Six (6) years of progressively responsible professional finance and accounting program experience, of which two (2) years is in a supervisory capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, financial management, or a related field.

Licenses/Certifications:

- License as a Certified Public Accountant and/or a graduate degree in business administration or management are highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Senior Financial Manager
Last Update: May 2022

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>October 2, 2019</i>
Date modified:	<i>May 6, 2022</i>
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Senior Financial Manager. 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 Number: _____

Employee Signature: _____