

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	Chief Financial Officer
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GENERAL PURPOSE

Under policy direction and the direction of the Deputy General Manager, plans, organizes, directs, and implements financial strategies; plans, organizes, and manages the District's financial affairs, including but not limited to the areas of financial planning for capital projects, budgeting, accounting, cash management, project accounting, payroll processing, rate setting, and bond financing; and performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the Deputy General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District's Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Deputy General Manager. Exercises direct supervision over supervisory, professional, and administrative support staff through subordinate levels of supervision.

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.

- Manage and direct the development, implementation, and evaluation of plans, policies, systems, and procedures to achieve annual goals, objectives, and work standards.
- Assumes full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management; plans, directs, and coordinates the finance and capital budget work plan; meets with staff to identify and resolve problems; assigns responsibility; prepares instructional material and coordinates meetings with department and executive management personnel as needed to facilitate budget preparation.
- Analyzes, develops, and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, and financial management issues; makes presentations to District management, the board and board committees and others on District financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on District operations and financial programs; recommends policy and procedural improvements.
- Provides short- and long-term financial planning and debt management for the District, including coordination of debt issuance activities and establishing general obligation tax rates each year to ensure adequate revenue to meet debt obligations.
- Participates in the annual review and revision of the District's structures of water and sewer rates and charges; directs the implementation of new rates following Board approval.
- Directs and oversees the Agency's investments and cash management programs; proposes investment guidelines and alternatives based on market strategies; ensures compliance of investment activities with policy requirements; monitors and evaluates investment performance and strategies for strengthening and improving yield and reducing risk.
- Monitors capital markets and works with rating agency, financial advisor, and outside bond counsel in the issuance of revenue bonds; reviews all bond documents and prepares information required for bond covenants; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of law and regulations governing municipal financing and capital financing strategies.
- Oversees the production of all external financial-reporting requirements, including quarterly and annual financial statements.
- Continuously monitors the District's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reduce operating expenses, and optimize use of restricted funds.

- Continuously monitors and reviews annual redevelopment tax increment and works with county and redevelopment agencies to ensure District receives eligible tax increment revenues.
- Plans, organizes, controls, integrates, and evaluates the work of the Finance Department; plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action up to and including termination, to address performance deficiencies, in accordance with the District's personnel policies and labor contract provisions.
- Provides day-to-day direction and works with staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Directs the preparation and distribution of regular budget performance reports and periodic financial reports to the Deputy General Manager, General Manager, Board, District management, departments, and other governmental and regulatory bodies.
- Evaluates capital improvement projects to ensure maximization of investment; determines source of funding for all capital improvement projects.
- Participates in the development of, and monitors performance against, the department's annual budget.
- Initiates and coordinates internal audits from time to time within the various segments of the organization as deemed necessary to support the District's annual financial audit and at the request of the General Manager.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Related Duties:

- Ensures that all department business plans, processes, and performance measures 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; ensures a thorough understanding of the Strategic Planning Cycle with each individual's responsibility associated with the cycle.
- 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.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of public agency capital financing, cost and fixed asset accounting.
- Principles and practices of internal control and audit principles and practices; GAAP, GASB, and GFOA accounting standards and requirements.
- Advanced principles and practices of budget preparation and administration.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Research methods, statistical and financial analysis, and modeling techniques.
- District personnel policies and MOUs.
- 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.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement criteria, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control); practices of structured problem solving.
- The Strategic Planning Cycle and the various responsibilities within that cycle.

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 Department and the District.
- Evaluate financial programs and make recommendations for improvement.
- 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.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- To use the seven continuous improvement categories and the core values as building blocks for department operations.
- Define and explain key processes and process requirements within the department.
- Develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations.
- Develop and monitor performance standards for all divisions within the department.
- Ensure department goals and objectives are aligned with other departments, branches, and the District as a whole; track and monitor department performance.
- Make sound decisions based on departmental performance indicators.

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:

- Ten (10) years of increasingly responsible experience in finance and accounting, five (5) of which should be in a management capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, economics, business or public administration, or a related field. Master's degree is desirable.

Licenses/Certifications:

- None required.
- Certified Public Accountant is 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: Chief Financial Officer
Last Update: October 2019

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:	
FLSA determination:	<i>Exempt</i>

Job Description Acknowledgment

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

Employee Signature: _____