JOB DESCRIPTION

Coachella Valley Water District     Date: September 15, 2010

TITLE: Director of Finance           SECTION: Accounting and Purchasing

DEPARTMENT: Finance

REPORTING RELATIONSHIP:

Reports to: General Manager

Supervises the following positions: Assistant Finance Director, Accounting Manager, Customer Billing Manager, Financial Analyst, Procurement and Contracts Manager, and administrative staff.

DEFINITION: Under administrative direction from General Manager, manages the finances of the District; performs highly responsible, specialized financial and analytic work related to accounting, budgeting, investments, debt service, taxing, and operational functions of the District; develop and administer management and financial policies to support effective business operations of the District.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and directs all departmental activities; develops and recommends policies and procedures to support business operations of the District.

2. Develops and administers departmental policies regarding financial and cost accounting, grant administration, audits, financial reporting and compliance, investments, budget management, procurement, internal controls, and other related matters in accordance with District policy.

3. Responsible for District’s banking, cash handling, and investment programs under the direction of the General Manager. Monitor all banking activities and develop and maintain District’s investment portfolio in accordance with District’s investment policy. Oversee administration of District’s required collateral securities, and other cash related matters. Performs complex financial analyses, prepares Treasurer’s and reserve reports, and monitors appropriate use of restricted and unrestricted funds.

4. Administers District’s procurement activities, including business analysis for procurement decisions, compliance with District’s procurement policies, and administration of District’s centralized warehouse operations.

5. Coordinates preparation of the operating and capital improvement budget; provides ongoing budgetary review and recommendations and periodic reports to Board and General Manager on budget and financial status. Develops revenue projections, rate setting recommendations, cash flow and expense projections, and other complex financial analyses. Advises General
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Manager of financial trends, changes, and requirements affecting District’s revenues and expenses.

6. Coordinates District-wide financial and budgetary reporting software systems, and develops effective financial reporting to support cost effective business decisions. Coordinates with Information Technology department to provide up to date financial and accounting support to District operations.

7. Administers debt service program, including issuance of debt, annual disclosure and compliance with bond covenants, levies and collection, arbitrage reviews, and timely, appropriate reporting to debt-related agencies and parties. Responsible for annual levying of taxes and assessments as authorized by the Board of Directors, and monitors receipt and appropriate use of funds from this source. Monitors tax delinquency rates, county charges, and other property tax related matters including special assessments.

8. Responsible for coordination of District’s annual audit, and preparation of periodic financial reports. Monitors compliance with GAAP and GASB requirements; supervises preparation of mandatory reporting and other financial information necessary to support District’s fiscal responsibility. May develop and administer redevelopment pass-through agreements, collection settlements, and other reports and agreements.

9. Prepares complex reports and analyses, correspondence, and public presentations related to District’s financial activities. Represents District at meetings with outside agencies as needed; participates in assigned committee assignments; and provides financial information and support to Board, General Manager, and other departments as assigned.

10. Provides leadership, supervision and direction for Finance department and works with staff to ensure a professional work environment that supports District’s business activities and reporting.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education: Bachelor’s Degree from an accredited college or university with major course work in accounting, including advanced accounting, government accounting, auditing, and cost accounting. CPA certificate is highly desirable.

Experience: Five years of progressively responsible experience in accounting and organizational management. Experience in public agency management and governmental accounting is highly desirable.

Knowledge of: -Thorough knowledge of generally accepted accounting procedures and governmental accounting standards.
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- Principles and methods of government finance administration, including general accounting, investments, budgeting, auditing, internal auditing, financial analysis, bond issuance, property and assessment tax procedures, and data processing.
- Finance department management including establishing and administering operating policies and procedures.
- Procedures for managing and accounting for grant, property tax, capital improvements, and other special funds.
- Principles and practices of personnel administration including selection, supervision, training and evaluating employees.
- Principles of administration, organization, planning, staffing, supervision, training and evaluation.
- Automated information technology and accounting systems.
- Applicable laws, codes and regulations.

Ability to:

- Effectively direct a complex business management accounting system.
- Interpret and apply laws, codes, regulations, policies and procedures.
- Prepare and present clear and concise financial reports.
- Analyze complex data and draw logical conclusions.
- Keep abreast of latest ideas and methods regarding governmental finance and accounting.
- Instruct, train and supervise staff.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Understand computer software, electronic banking practices, and stay up to date on financial technology practices
- Meet deadlines while ensuring quality work.
- Communicate effectively verbally and in writing, and make public presentations effectively.

PHYSICAL REQUIREMENTS:

1. Driving: Light

2. Sits for prolonged periods of time.

3. Operates a computer workstation.

See Human Resources for physical assessment form.