

**Sacramento Suburban Water District**  
**Job Description**

**JOB TITLE:** Director of Finance/District Treasurer

**FLSA STATUS:** Exempt

**SUPERVISOR:** General Manager

**EFFECTIVE DATE:** February 2004

**Primary Functions:**

The Director of Finance/District Treasurer serves as the Chief Financial Officer and Treasurer for the District. In these roles, the Director of Finance/District Treasurer plans, organizes, directs, and performs the District's financial, accounting, payroll, treasury, and related administrative functions.

**Essential Duties and Responsibilities:**

- Work independently with little supervision in various areas of financial and accounting management.
- Plan, organize, direct, perform, and manage District financial, accounting, payroll, treasury, investment, debt, and cash activities.
- Serve as the staff liaison for the Board Finance Committee.
- Develop District financial procedures and policies.
- Develop long range District financial plans as part of the District's strategic plan.
- Develop and maintain an annual District budget.
- Develop and maintain automated systems to account for District activities and transactions, cash flows, debt and investment trades, and ensure the availability of necessary financial and statistical information.
- Establish an internal audit function and perform or oversee operational audits of District services and activities.
- Oversee the recording of assets and ensure timely and accurate posting to the general and subsidiary ledgers.
- Direct the development and presentation of financial reports and statements.
- Manage and oversee the District's data processing function and staff.
- Serves as a liaison with financial institutions and debtors.
- Assume responsibility for the proper investment of District funds.
- Conduct analytical studies.
- Coordinate outside audits of District financial records.
- Perform related duties as assigned.

**Knowledge and Abilities:**

- MBA finance, business, or accounting, three years experience in financial management, with at least one year direct experience in accounting management. Or, BA/BS finance, business, or accounting with advanced finance and mathematics course work, five years experience in financial management, with a least two years direct experience in a public utility.
- Thorough understanding of the Accounting/Treasury function of a public utility.
- Thorough understanding of financial statements, financial modeling, cash flow analysis, financial securities, financial risk measures, accounting requirements and investment management.
- Solid experience in project management and financial management.
- Ability to use computer hardware and software programs such as EXCEL and ACCESS.
- Good oral and writing skills, high customer service standards.
- Ability to understand and use complex financial concepts and to work in a dynamic environment with changing work requirements.
- Ability to make presentations to senior management and the Board of Directors.
- Ability to plan and organize multiple activities.
- Ability to work with minimal supervision.

**Internal/External Contacts:**

Senior management, Board of Directors, customers, financial institutions, brokerage firms, other financial professionals, and external/internal auditors.

**Typical Physical Activities:**

- Ability to read and comprehend financial information at a college graduate level.
- Ability to sit at a desk or computer and concentrate for extended periods of time.
- Ability to physically operate a computer and other office machines. This involves reading the screen and keying/typing information.
- Ability to move about the office with occasional lifting, bending and reaching.
- Ability to hear and respond to telephone calls and inquiries.
- Ability to travel by private car or use commercial transportation to attend meetings away from the office.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.

**Desirable Qualifications**

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Experience: Broad and extensive work experience that included performing financial analysis, accounting, management information system development, budgeting, and risk management work with at least two years of the experience in a management or supervisory capacity.

Education: A Master's Degree in Business Administration (MBA), Finance, Accounting, or closely related field from an accredited college or university is highly desirable.

**License Certificate Registration Requirement:**

Certified Public Accountant

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment.

Failure to obtain such required licenses may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.