

Sacramento Suburban Water District Classification Specification

Job Class: Finance Director/District Treasurer

FLSA Status: Exempt

Supervisor: General Manager

Effective Date: April 2016

Definition/Distinguishing Characteristics

Under administrative direction of the General Manager, the Finance Director plans, manages, coordinates and directs the financial, accounting and related administrative functions of the District; assists the General Manager with protecting District assets and maintenance of budget controls; performs and analyzes the most complex accounting functions; writes financial reports; optimizes debt financing; and invests District funds.

Examples of Duties

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Serves as the Finance Director and District Treasurer for the District.
- Plans, organizes, directs and manages District financial, accounting, payroll, treasury, investment, debts, cash activities and related administrative activities.
- Supervises assigned staff, evaluates work performance and provides staff development opportunities.
- Implements financial risk mitigation measures.
- Directs the development, preparation and presentation of financial reports and monthly and annual financial statements.
- Analyzes, develops, presents and monitors the District annual budget; develops and maintains budget controls.
- Oversees the recording of assets and insures timely and accurate posting to the general and subsidiary ledgers.
- Provides advice and consultation on the development of District financial resources; assists the General Manager with long-range financial planning and protection of District assets; assumes responsibility for the proper investment of District funds.
- Develops and directs implementation of policies, procedures and standards related to the District's financial resources.
- Serves as the staff liaison for the Board Finance and Audit Committee.
- Develops, directs and oversees operational audits of District services and activities.
- Develops and maintains automated systems to account for District financial activities and transactions, cash flows, debt and investment trades; insures the availability of necessary financial and statistical information.

- Manages and oversees the District's Information Technology department function and staff.
- Conducts analytical studies as directed by the General Manager.
- Represents the District by attending and participating in meetings with financial regulators and local agencies; serves on technical committees with representatives of other agencies; attends District Board and Committee meetings.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels occasionally by airplane and by automobile in conducting District business.
- Communicates frequently with the Board of Directors, General Manager, staff, representatives from other agencies and the public in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses computer, keyboard and mouse.
- Uses office equipment such as copier and fax machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Qualifications

Knowledge of:

- Accounting/Treasury functions of a public utility.
- Principals and practices of budget development, auditing and expenditure control.
- Financial statements, financial modeling, cash flow analysis, financial securities, financial risk measures, accounting requirements, and investment principles and management.
- Laws, rules, ordinances and legislative processes controlling District financial functions and operations.
- Cost estimating and contract administration.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint) and Crystal Reports.

Ability To:

- Plan, organize, coordinate and direct the financial, debt and investment functions of the District.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals; oversee the preparation of financial reports and statements.
- Conduct performance audits of District services and functions.
- Communicate effectively, both orally and in writing; prepare concise and comprehensive reports and contract documents.
- Effectively represent the District at functions with the public and other governmental agencies.

- Exercise leadership, authority and supervision tactfully and effectively.
- Provide advice and consultation to the Board of Directors and General Manager on the development of fiscal systems, policies and assets.
- Establish and maintain cooperative working relationships with the Board of Directors, General Manager, staff, outside agencies, consultants/contractors and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Education, Experience, Licenses and Certifications:

Required:

- A Bachelor's Degree in Business Administration, Finance, Accounting or a closely-related field from an accredited college or university.
- Ten (10) years of broad and extensive work experience with a public agency, or similar entity, performing financial analysis, accounting and budgeting, including at least five (5) years in a management or supervisory capacity.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

- Master's Degree (MBA/MPA) in Business or Public Administration in Finance, Accounting or a closely-related field from an accredited college or university.
- Additional experience performing financial analysis, accounting and budgeting in a position responsible for the formulation and implementation of programs, budgets and administrative operations.
- Additional experience in a management or supervisory capacity.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.