

Sacramento Suburban Water District Classification Specification

Job Class: Director of Finance and Administration

FLSA Status: Exempt

Effective Date: August 27, 2019

Definition

Plans, organizes, directs, and reviews the activities and operation of the Finance and Administrative Services Department including 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 accounting functions; writes financial reports; optimizes debt financing; invests District funds; securing financing from different sources, including municipal debt financing; maintaining reserves and monitoring fund balances to ensure financial stability and the ability to provide District services; and meeting with the Board and advisory groups to explain rate and fee adjustments.

Distinguishing Characteristics

The Director of Finance and Administration position is a management level class requiring a high degree of professional financial skill and knowledge directing the financial planning activities related to the District. The incumbent has broad management authority for the day-to-day operations of the Finance and Administrative Services Department.

Supervision Responsibilities

Administrative direction is received from the General Manager.

Supervises management, supervisory, professional, technical, and administrative support staff.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and may be required to perform additional or different duties from those 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 District Treasurer and manages the cash function.
- Plans, organizes, directs, and manages District financial, accounting, payroll, treasury, investment, debts, cash activities, and related administrative activities. Manages District Customer Service and IT staff and functions. Secures capital project financing, such as planning and implementing a bonding program, if needed.
- Presents financial plans to the District Board and directs the development, preparation, and presentation of financial reports and monthly and annual financial statements.
- Maintains strong relationships with banking and investor communities. Develops selection processes and contracts with financial advisors and auditors. Provides presentations to bond and rating agencies. Prepares the Comprehensive Annual Financial Report, financial portions of annual reports, and multi-year capital improvement program reports.

- Implements financial risk mitigation measures.
- 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, plans and implements department goals and objectives; recommends and administers policies and procedures.
- Directs, oversees, and participates in the development of the Finance and Administrative Services Department's work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Coordinates Finance and Administrative Services Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Reviews budget components prepared by subordinates and peers and finalizes budget presentation documents.
- Tracks budget expenditures and revenue for each Department and oversees impact on District operations.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Analyzes, develops, presents, and monitors the District annual budget; develops and maintains budget controls.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Serves as the staff liaison for the Board Finance and Audit Committee.
- Makes public presentations to the Board and public.
- 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; ensures the availability of necessary financial and statistical information.
- 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 Finance and Audit Committee meetings.
- Researches and prepares technical, financial, and administrative reports and studies.
- Builds and maintains positive working relationships with coworkers, other District employees, and the public using principles of good customer service.

Minimum Qualifications

Knowledge of:

- Accounting/Treasury functions of a public utility.
- Principles 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.
- Principles and practices of leadership, motivation, team building, and conflict resolution.

- Pertinent local, State and Federal laws, rules, and regulations.
- Government accounting and generally accepted accounting principles.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Cost estimating and contract administration.
- District policies, rules, regulations, and procedures.
- Principles of supervision, training, and management.
- Modern office methods, procedures, and equipment including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint) and Crystal Reports.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of good customer service.

Ability To:

- Plan, direct, and coordinate the administration and operations of the Finance and Administrative Services Department.
- Organize, coordinate, and direct the financial, debt, and investment functions of the District.
- Write complex reports in a logical, comprehensive, and concise manner.
- Make effective oral and written presentations to staff and the District Board.
- 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.
- Effectively represent the District at functions with the public and other governmental agencies.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Analyze problems, identify alternative solutions, project consequences of proposed action, and implement recommendations in support of goals.
- Interpret and apply District and department policies, procedures, rules, and regulations.
- Provide advice and consultation to the Board of Directors and General Manager on the development of fiscal systems, policies, and assets.
- Operate a computer for word processing, database, and department specific software.
- Communicate clearly and concisely, both orally and in writing.
- 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.

Experience and Education

Experience:

Eight (8) years of broad and extensive work experience with a public agency, or similar entity, performing financial management, accounting, and budgeting, including at least five (5) years in a management or supervisory capacity.

Education:

Bachelor's Degree from an accredited college or university in Business Administration, Finance, Accounting, Public Administration or a closely-related field.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of 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.

Working Conditions and Physical Demands

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 and email for communications.
- Regularly uses computer, keyboard, and mouse.
- Uses office equipment such as a copier.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

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.

APPROVED:

Dated: 8/27/19

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date