

ENCINA WASTEWATER AUTHORITY

DATE: September 2022
POSITION TITLE: Director of Finance
DEPARTMENT: Office of the General Manager
SECTION: Office of the General Manager
REPORTS TO: General Manager
FLSA STATUS: Exempt

POSITION SUMMARY: Under policy direction, responsible for providing professional, confidential, complex, and high-level supervision and coordination of EWA's financial programs and assistance to the General Manager. Works independently and performs highly sensitive and complex technical and administrative tasks. This position plans, manages, organizes, and directs the implementation of financial strategies, financial affairs, financial planning, budgeting, accounting, cash management, quarterly billing procurement, inventory control and contract accounting. The Director of Finance provides tactical support with assignments in the areas of engineering, capital project management, administration, organization, financial management, and wastewater resource planning. This position provides consultation to the departments, the EWA management team, and the Board of Directors on a broad range of issues. This position customarily and regularly exercises discretion, independent judgment, and decision making.

SUPERVISORY DIMENSIONS: Manages the activities, staff, and consultants responsible for development of the annual financial audit process, Annual Comprehensive Financial Report (ACFR), contract administration, and other financial activities.

ESSENTIAL JOB DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Promotes the Authority's Mission, Vision and Values.
- Plans, organizes and directs EWA's financial programs and activities including but not limited to: general accounting, budget management, financial information processing, quarterly billing, cash management, inventory management, pension plan management, Other Post Employment Plan and trust fund management, grant administration, and contract administration.
- Plans, organizes, and directs budget preparation and administration including the estimation of anticipated revenues and expenses; assimilation and analysis of departmental expenditure requests; preparation of long-term projections; budget presentation preparation and approach; and other budget related functions as assigned. Presents budget to EWA's Executive Team, Committees and the Board of Directors. Conducts complex cost and member agency capacity analyses of ownership and allocation issues for budget preparation.

- Plans, organizes and directs the production of all external financial-reporting requirements, including quarterly and Annual Comprehensive Financial Statements.
- Plans, organizes and directs the general accounting activities and administration of EWA's federal grant applications, grant payments, grant reporting and grant audit compliance.
- Plans, organizes, directs, and develops EWA's accounting information system, related internal control permissions, processing workflow structure, and system maintenance.
- Plans, organizes, directs, and implements the review, revision and implementation of EWA's billing rates, the rate structure, and EWA's billing practices.
- Prepares and supervises the preparation of reports to the State Controller.
- Applies accounting oversight according to Generally Accepted Accounting Principles (GAAP) set forth by the Financial Accounting Standards Board (FASB) and standards issued by the Governmental Accounting Standards Board (GASB); prepares and supervises the preparation of reports to the various county, state and federal agencies as required; oversees EWA's annual audit process; and manages through the year-end closing process to meet critical deadlines regarding annual disclosure requirements and preparation of the Annual Comprehensive Financial Report (ACFR).
- Analyses, develops, and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, and financial management issues; makes presentations to EWA management the Board and Board Committees and others on EWA financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on EWA operations and financial programs; recommends policy and procedural improvements.
- Continuously monitors EWA's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reducing operating expenses, and optimize reporting and processing practices.
- Establishes EWA goals and evaluates the effectiveness of work processes, systems, and procedures. Works with the General Manager, the Assistant General Manager, and staff to establish EWA's annual tactical goals, objectives, service needs, and potential solutions to issues.
- Plans, organizes, controls, integrates, evaluates, and provides day-to-day direction over the work of the financial reporting staff; plans and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance development.
- Develops, implements and revises department rules, procedures and policies; reviews actions and conduct of management personnel and staff.
- Oversees the disbursement of all monies and controls all expenditures to ensure budget appropriations are not exceeded.

- Plans, organizes, directs and submits to the Board of Directors reports of EWA's revenues and expenditures and cash management.
- Provides ongoing analysis of EWA's revenues, expenditures, five-year forecast, and strategic planning.
- Prepares and presents financial reports, both orally and in writing, to the Board of Directors, Board subcommittees and the Member Agency Managers.
- Demonstrates leadership, coaching and mentoring skills, and management techniques while steering project teams to accomplish complex projects/programs.
- Consults with department managers and staff on operational, organizational and administrative issues; participates in the development of annual work plans, long-range planning objectives, feasibility studies, master plans and other technical studies, agenda materials/strategies, operational policies and procedures.
- Coordinates interdepartmental projects, implementation of policy and changes in service levels and delivery systems; provides consultative direction to managers on matters related to organizational and/or operational effectiveness.
- Prepares and presents financial matters, both orally and in writing to the EWA Management group, Board of Directors, Board subcommittees, and the Member Agency Managers.
- Provides technical and administrative support to the General Manager, Assistant General Manager, EWA Departments, and Member Agency staff.
- Represents and promotes EWA's positions at local, state, and federal forums.
- Maintains the highly confidential nature of personnel information.
- Organizes, analyzes and interprets complex data, and develop clear recommendations.
- Performs administrative tasks for the organization as needed.
- Performs other duties as assigned.

Specific Types of Knowledge, Skills and Physical Abilities Required for the duties:

- Knowledge and application of wastewater resource and project planning, financial auditing, contract administration principles, Joint Power Authority's public administration policies, practices, procedures, laws, and ordinances; familiarity with data processing concepts. Extensive knowledge of budget preparation principles and techniques; exceptional ability to gather, interpret, and analyze data; ability to communicate clearly in oral and written expression and in the application of administrative and statistical research and reporting techniques; ability to understand the technical and engineering principles associated with the planning, design, administration, and operation of wastewater treatment facilities; ability to be effective across functional areas, departments, the Board of Directors, other agencies and the public; ability to work independently without supervision.

- Extensive knowledge of Generally Accepted Accounting Principles (GAAP) and their application, disclosure, and reporting in a public agency setting.
- Exceptional knowledge of budget/financial/analytical programs and the ability to perform specialized analyses using existing programs/database, i.e. Excel, Munis and other financial management software.

EDUCATION REQUIREMENTS: A Bachelor's Degree in the accounting, finance, public or business administration, engineering, or a related field from an accredited four-year college or university. A Master's Degree can substitute for two years of required experience.

EXPERIENCE REQUIREMENT: Six (6) years of increasingly responsible related experience.

LICENSE REQUIREMENT:

Possession of a current Certified Public Accountant (CPA) license is desired but not required.

Possession of a valid California Class C Driver's license and ability to be insured under the Authority's automobile coverage.

Note: Failure to maintain a valid California Driver's License constitutes possible cause for termination.

PHYSICAL AND MENTAL DEMANDS:

Physical Demands

While performing the duties of this position, the employee is regularly required to walk; talk or hear by telephone and in person; sit; smell; use hands and fingers to handle, feel or operate objects, tools, or controls; reach and lift with hands or arms.

Specific vision abilities required by this job include close vision, distance vision, the ability to distinguish colors and shades, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this position, employees are regularly required to use oral and written communication skills, read documents or instructions; analyze and solve problems; observe and interpret data or information; use mathematical reasoning; learn and apply new information or skills; perform highly detailed work; work under changing, intensive deadlines with constant interruptions; and perform multiple concurrent tasks.

WORK ENVIRONMENT: The employee typically works under office conditions, and the noise level is usually quiet.

QUALIFICATIONS: Ability to pass Authority pre-employment physical examination; possession of a good driving record and ability to be insured by the Authority's insurance carrier; and the ability to read, write, speak and comprehend English.

RIGHT TO WORK REQUIREMENT: Must be a United States citizen or possess qualified alien status. Documentation of eligibility to work in U.S. will be required as a condition of employment.

The Encina Wastewater Authority does not discriminate against any applicant for employment on the basis of age, race, color, sex, ancestry, national origin, pregnancy, marital status, sexual orientation, sexual identity, religion, military status, medical condition, mental disability, and physical disability.

The list of essential job duties contained in this job description is not exhaustive, and may be supplemented as necessary. This position performs other related duties as assigned, some of which may become essential to the position.

Any offer of employment for this position is contingent upon receipt of acceptable results from a background investigation and a drug screen.