

Director of Finance and Technology Services

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general administrative direction, directs, manages, supervises, and coordinates the activities and operations within the Department of Financial and Technology Services including: Accounting, Customer Service, Information Technology, and Purchasing and Warehouse. Provides highly responsible and complex assistance to the Assistant General Manager and other internal departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assistant General Manager.

Direct supervision is provided to the Finance Manager, Customer Service Manager and Information Technology Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *-Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Direct all department activities including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity, compliance with applicable laws, regulations, policies and procedures.
2. Develop and monitor short and long range financial planning, protection of District assets, and maintenance of budgetary controls.
3. Develop, prepare, and present financial reports, providing advice to the Assistant General Manager regarding financial and information technology issues, including debt and asset management policies and rate and revenue structures.
4. Develop and implement investment policies and practices to ensure that the District's financial resources are appropriately utilized. Monitor accounting standards and tax regulations that may affect the District's financial reporting; debt management; investment; and accounting practices. Interact with the District's investment, rate and financial advisors.
5. Perform complex financial analysis or use consultant resources to justify changes in water/sewer/recycled water rates; manage the work of the District's independent auditor.
6. Oversee the development and administration of the District's information technology resources.
7. Oversee the resolution of escalated customer issues including those from other staff or the Board of Directors; communicates the results of analysis and the decision reached.

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8. Oversee the preparation and submission of Department budget; manage the Department's budget after adoption; approve expenditures; approve budgetary adjustments as appropriate.
9. Select, train, motivate and evaluate assigned personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
10. Represent the Department with other departments, elected officials, and outside agencies.
11. Provide responsible staff assistance to the Assistant General Manager; attend a variety of Board and Committee meetings; prepare, review and present staff reports and other necessary correspondence.
12. Explain and justify departmental programs, policies and activities; negotiate and resolve controversial issues; investigate and respond to difficult and sensitive customer inquiries and complaints.
13. Review the monthly budget report, the annual Executive Budget, the State Controller's Report, and the CAFR.
14. Regular attendance at the worksite.

Marginal Functions:

1. Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Operational characteristics, services, and activities of financial and technological matters.

Principles and practices of program development and administration.

Principles of leadership supervision, training, and performance evaluation.

Relevant Federal, State, and local laws, codes, and regulations.

Generally accepted accounting principles and practices.

Finance and governmental accounting theory, concepts, procedures, and techniques.

Principles and practices of planning and managing the District's financial reporting, budgeting and long-range strategic planning.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, statistical databases, and automated accounting systems.

Skill in:

Manage a diverse workforce.

Operating a personal computer and relevant software.

Ability to:

Supervise and coordinate financial, customer service and technical programs.

Monitor cash flow and investments.

Resolve escalated customer issues both in person and over-the-phone.

Communicate and present complex financial information, both orally and in writing.

Analyze and interpret complex utility billing records and coordinate with Customer Service billing staff.

Interpret and explain District financial policies and practices.

Select, supervise, train and evaluate staff.

Establish and maintain cooperative working relationships with those contacted in the course of business.

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Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five (5) to seven (7) years of increasingly responsible experience in finance, accounting, customer service or related field including three (3) years in a supervisory role.

Education/Training:

Possession of a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration. Graduate degree in business administration, public administration or management is desirable.

Licenses/Certificates:

License as Certified Public Accountant (CPA) is required.
Possession of a valid State of California valid drivers' license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Standard office setting; exposure to computer screens; extensive interaction with District staff and the general public.

Physical:

Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of computer keyboard; pull, pull, lift and/or carry light to moderate amounts of weight; bend, stoop, kneel, and crawl; ability to verbally communicate to exchange information.

Mental:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District executive and mid-managers, staff, vendors, the public and other encountered in the course of work.

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Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction

JOB STATUS: Exempt
DATE ADOPTED: **March 27, 2018**