



# CHIEF FINANCIAL OFFICER/ DIRECTOR OF FINANCE

Job Status: Exempt  
Date Adopted: 05-13-2025  
Date Modified: 05-13-2025

Safety Sensitive Position

*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.*

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## DEFINITION

Under general administrative direction, directs, manages, supervises, and coordinates the activities and operations of the Accounting & Finance Division, Customer Service Division, and the Fleet, Facilities & Procurement Division. Provide highly responsible and complex assistance to General Manager/CEO and other internal departments.

## SUPERVISION RECEIVED AND EXERCISED

Direction is received from the General Manager/CEO.

Direct supervision is provided to the Finance Manager, Operations Manager (Field Service/Water Use Efficiency), Operations Manager (Fleet, Facilities & Procurement), and the Customer Service Manager.

## ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### Essential Functions:

1. Direct 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 and 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, advising the General Manager/CEO on 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 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, and pass-through rates; manage the work of the District's independent auditor.

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6. 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.
7. Oversee the preparation and submission of the Department budget; manage the Department's budget after adoption; approve expenditures; approve budgetary adjustments as appropriate.
8. Select, train, motivate, and evaluate assigned personnel; provide and/or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
9. Represent the Department with other departments, elected officials, and outside agencies.
10. Provide responsible staff assistance to General Manager/CEO; attend various Board and Committee meetings; prepare, review, and present staff reports and other necessary correspondence.
11. Explain and justify departmental programs, policies, and activities; negotiate and resolve controversial issues; investigate and respond to complex and sensitive customer inquiries and complaints.
12. Review the monthly financial results report, the annual Executive Budget, the State Controller's Report, and the ACFR.
13. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
14. Regular attendance at the work site.

### **Marginal Functions:**

- I. Perform related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### ***Knowledge of:***

Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.

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.

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### Skill in:

Manage a diverse workforce.  
Operating a personal computer and relevant software.

### Ability to:

Supervise and coordinate programs within assigned areas of responsibility.  
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.  
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

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

<b>Job Title</b>	<b>Chief Financial Officer/ Director of Finance</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Ten (10) years of progressively responsible experience in finance, accounting, customer service, or related field. Five (5) years of, which should be in management capacity. Experience in a governmental or water industry is preferred.</li></ul>
<b>Education/Training</b>	<ul style="list-style-type: none"><li>• Possession of a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.</li></ul>
<b>Required License/Certification</b>	<ul style="list-style-type: none"><li>• License as a Certified Public Accountant (CPA).</li></ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"><li>• Master's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.</li></ul>
<b>DMV Class</b>	<ul style="list-style-type: none"><li>• Possession of a valid California Class C driver's license and a satisfactory driving record.</li></ul>

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The physical demands and working environment demands described here are representative of those that must be met by an employee 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

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time; operate office equipment including the use of a 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.

### **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.