



MARIN MUNICIPAL WATER DISTRICT

Finance Director/Treasurer

DEFINITION

Under administrative direction of the General Manager, plans, organizes and directs District programs in the areas of financial planning, reporting and control, accounting, budgeting, auditing, information systems, procurement, meter operations, customer services; and does related work as required.

DISTINGUISHING CHARACTERISTICS

This senior management position is responsible for developing and administering the District's fiscal policies and budget. Incumbent is also responsible for directing and managing several work units within the department (referred to as a division). The position is characterized by the following factors: specialized educational requirements, advanced technical knowledge, extensive supervision, and responsibility for independent action within broad guidelines. Incumbents must possess good oral and written communication skills. The incumbent provides administrative oversight and policy direction to the Finance, Customer Service and Information Technology departments; the department managers report to this position. This position reports directly to the General Manager and makes periodic financial reports to the Board of Directors.

The incumbent provides effective leadership to a broad-based team and maintains an environment that fosters positive employee engagement, high productivity, and effective communication.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Provides the General Manager and Board of Directors with periodic reports on the District's financial condition;
- Plans, organizes, directs, supervises, and evaluates the work of a staff responsible for a variety of functions, including accounting, budgeting, information systems, and payroll;
- Develops, plans and implements department goals and objectives in support of the District's mission and strategic goals;
- Provides strategic oversight of the Information Technology department by working closely with a direct report, the Information Technology manager, and the Information Technology team in ensuring best practices in user services, policy implementation,

technology upgrades, contracting, cyber security, technology inventory management and electronic communications;

- Develops and recommends fiscal policies and implements approved policies;
- Plans, coordinates and oversees the District-wide annual budget, mid-year, and mid-cycle review process; monitors and supervises staff responsible for monitoring implementation of the District-wide budget to ensure adequate financing;
- Conduct ongoing analysis of the District's financial condition and report to and advise the Board accordingly;
- Develop, update and review the Ten-Year Financial Plan in support of of the Capital Improvement Program and reserve programs;
- Responsible for monthly financial statements in accordance with generally accepted accounting principles and reporting standards;
- Responsible for the investment of District funds within established policies; manage long-term and short-term debt financing;
- Directs and participates in specialized financial analyses and water rate studies;
- Participates in the preparation of documentation needed for bond issues and other financing methods;
- Directs and maintains an efficient customer service function, including utility billing, collection, and servicing of accounts;
- Manages a centralized function for the purchasing, warehousing, and inventory control of materials and supplies;
- Ensures the planning, organization, administration, review and evaluation of the work of professional and support staff and, occasionally, contractors directly and through subordinate levels of management and supervision;
- Manage professionals responsible for updating purchasing procedures and maintaining a standardized and user friendly process in compliance with appropriate regulations;
- promotes safe practices and safety programs;
- Communicate effectively with internal and external customers;
- Coordinates annual audit of the District's financial records by an independent accounting firm;
- Attends Board meetings and makes oral and written presentations;
- Assumes the responsibility of the General Manager, as assigned, in the absence of the General Manager.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Budget preparation and administration procedures;
- generally accepted accounting principles and financial reporting standards;
- principles and practices of public finance, cash investments, debt service, and auditing procedures; customer service billing; information systems for financial application
- principles and practices of organization and management;
- applicable federal, state and local laws, rules and regulations;
- information systems and procedures;
- District policies and procedures.

Ability to:

- Plan, organize and direct the work of staff;
- prepare complex budgets and financial records and reports; successfully develop, control and manage departmental budget and expenditures;
- develop and implement new methods and procedures;
- interpret, explain and apply applicable laws, rules and regulations;
- develop cooperative and harmonious working relationships;
- prepare water rate studies and special reports;
- effectively communicate orally and in writing;
- prepare clear, concise, complete and accurate reports;
- serve as a technical advisor to the General Manager, Board of Directors, and Division Managers;
- establish and maintain cooperative working relationships with other District personnel and representatives of public and private agencies, as well as members of the general public;
- train and supervise subordinates;
- depending upon job assignment, drive vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree in Business Administration, Accounting, or a related field, and preferably a Masters degree;
- and
- Ten years of increasingly responsible experience in administering the financial business operations of a public or private organization, preferably a utility, at least five of which must have included managing and administering a professional and technical staff.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

LICENSES AND/OR CERTIFICATIONS

- Possession of CPA certificate is desirable;
- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicle and Satisfactory driving record.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: March 1996
Revised: December 2019
Approved by: Human Resources Manager