



## Hi-Desert Water District Classification Specification

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**Job Title:** Chief Financial Officer

**Job Grade:** 20

**FLSA Status:** Exempt

**Date:** August 3, 2017

### **JOB SUMMARY**

Under administrative direction from the General Manager, the Chief Financial Officer (CFO) develops, evaluates and proposes financial plans, reserve strategies, rate structures, investment practices and evaluation metrics that contribute to the effective management of the District resources as well as protecting the financial integrity and resources of the District. The CFO is an integral part of the General Manager's senior management team and must work effectively with the General Manager, management team, and District staff.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Plans, organizes, and directs all departmental activities; develops and recommends policies and procedures to support business operations of the District.
- Ensures that effective internal controls are in place and ensure compliance with Government Accounting Standards Board (GASB), Generally Accepted Accounting Practices (GAAP) and applicable federal, state and local regulatory laws and rules for financial and tax reporting.
- Develops and administers departmental policies regarding financial and cost accounting, grant administration, audits, financial reporting and compliance, investments, budget management, internal controls, and other related matters in accordance with District policy.
- Responsible for District's banking, cash handling, and investment programs under the direction of the General Manager. Monitor all banking activities and develop and maintain District's investment portfolio in accordance with District's investment policy.
- Coordinates preparation of operating and capital improvement budget; provides ongoing budgetary review and recommendations and periodic reports to the Board and General Manager on budget and financial status. Develops revenue projections, rate setting recommendations, cash flow and expense projections, and other complex financial analyses. Advises General Manager of financial trends, changes and requirements affecting District's revenues and expenses.

- Assists General Manager with long range financial planning and protection of District assets.
- Oversees and directs, with the outside auditing firm, the preparation and issuance of the District's annual financial reports.
- Prepares complex reports and analyses, correspondence, and public presentations related to District's financial activities. Represents District at meetings with outside agencies as needed; and provides financial information and support to Board, General Manager, and other departments as assigned.
- Supervises finance and customer service staff, including but not limited to selection, training, mentoring, and disciplining employees; conducts performance evaluations.
- Performs special assignments as directed by the General Manager.

### **JOB SPECIFICATIONS**

#### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP), Government Accounting Principles, and the Government Accounting Standard Board's (GASB) requirements.
- Local, State and Federal financial and business regulations and requirements.
- Information, billing, and accounting systems.
- Principles of supervision, training, and organizational management.
- Computer operations as related to internal controls, financial and billing systems.

#### **Skills and Abilities:**

- Organize, analyze, and evaluate complex data and financial reports.
- Translate organizational goals into effective financial, customer service, and administrative programs.
- Communicate clearly and concisely, both orally and in writing.
- Provide leadership and guidance to District employees.
- Establish and maintain effective relationships with the community at large, the Board of Directors, District employees and other public officials.
- Maintain and operate financial and accounting systems and procedures.
- Computer program operation; i.e., Word and Excel.
- Prepare financial reports, budgets, and projections for the Board of Directors, public and management in an easy-to-understand format.
- Strong skills and experience in negotiating contracts and agreements.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

#### **Physical Demands**

- Work in an office environment with some exposure to dust, dirt and hazardous materials.
- Work at a desk for extended periods of time. Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight such as large binders, books, and small office equipment up to 15 pounds; hearing and vision within normal ranges with or without correction.

- Communicate orally with District management, co-workers, and the public in face-to-face, one-on-one and group settings; regularly use a telephone and two-way radio for communication.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment. Use office equipment such as computer and keyboard, copiers, and fax machines; look at computer monitor for extended time periods.
- Travel by vehicle while conducting District business.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, board members, other elected and appointed government officials, media representatives, business and community leaders, employees, financial institutions, consultants, vendors, the public and others encountered in the course of work.

## **QUALIFICATIONS**

### **Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- Bachelor's degree in Accounting, Business or Public Administration, Finance or related field from an accredited four-year college or university. A Master's Degree is desirable.
- At least five (5) years of progressively responsible work experience directing the financial function of an organization, preferably a municipal agency.

### **License / Certificate:**

- Possession of a driver's license, issued by the State of California and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Licensed as a Certified Public Accountant (CPA) desirable.

### **Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.