

PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

CLASS TITLE: Chief Financial Officer/Director of Finance

DEPARTMENT: Finance		ACCOUNTABLE TO: Chief Executive Officer/General Manager	FLSA STATUS: Exempt
SALARY RANGE:		UNCLASSIFIED	
<p>CLASS SUMMARY: Under policy direction of the Chief Executive Officer/General Manager, the Chief Financial Officer/Director of Finance is a member of Padre Dam's senior management team and responsible for implementation of the policies of the Board, the Strategic Plan, and administration of the District's Business Plan and Budget. Duties include: overseeing the accounting, finance, customer service, and meter shop functions; overseeing the investment of funds and control over Padre Dam's assets; acquiring external financing when necessary; directing the completion of the District-wide Business Plan and Budget including revenue prediction, rate setting, and budget appropriations; performing long-range strategic planning; analyzing financial results and alternative financial scenarios; and providing administrative reports of findings with recommendations to the CEO/General Manager and the District's Board of Directors.</p>			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		
1.	Supervises staff to include: assigning and reviewing work, ensuring staff is trained, resolving conflicts, interviewing applicants, conducting performance evaluations, handling disciplinary actions, and making hiring and termination decisions.		
2.	Oversees the work of the Accounting and Customer/Meter Service Departments and supervises the managers of those areas. Meets regularly with these managers and coordinates work between the departments. Participates in, or delegates when appropriate, projects and decisions relating to Accounting and Customer/Meter Services. Keeps the CFO/General Manager informed of projects and issues within each area.		
3.	Serves as Treasurer and Auditor/Controller for the East County Advanced Water Purification Joint Powers Authority and performs all duties required of that position including, but not limited to: financial forecasting and budgeting, financial modeling, financing, cash flow management, auditing, rate setting and financial reporting to the JPA Board, project partners and other interested parties.		
4.	Responsible for making or participating in the making of important decisions relating to Accounting and Customer/Meter Services. Assists staff in completing complex tasks when needed.		
5.	Develops and directs the implementation of goals, objectives, policies and standards for the finance Department; provides professional assistance to Padre Dam's Management Team, the Board of Directors and other departments on finance, budget and related matters; provides comprehensive financial management services and solves a broad range of complex finance, rate setting and financing problems; prepares revenue projections, scenarios and models; analyzes and makes recommendations on major construction, capital improvement and operating programs.		
6.	Oversees preparation and presentation of Padre Dam's multi-year operating and capital budgets to the Board of Directors; directs the preparation and distribution of regular budget performance reports and periodic financial reports to the Board of Directors, Padre Dam's Management Team, departments and other governmental and regulatory bodies.		

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7.	Serves as the financial liaison between the District and other organizations. Represents the Finance Department to other Padre Dam departments, governmental officials and outside agencies; explains, justifies and defends the programs, policies and activities for Padre Dam; negotiates and resolves sensitive, significant and controversial issues.
8.	Oversees and participates in the annual review and revision of Padre Dam's rates and charges; creates financial models used for historical/prospective results and rate setting; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates and charges; attends and represents Padre Dam in public meetings and rate hearings; oversees the implementation of new rates following Board approval.
9.	Directs and oversees Padre Dam's investment and cash management programs; updates investment policy and procedures; ensures compliance with investment policy requirements; directs the monitoring and evaluation of investment performance and strategies.
10.	Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing and financial management issues; makes presentations on Padre Dam's financial status and operations to Padre Dam's Management Team, Board of Directors and others; monitors developments related to finance and funding matters and evaluates their impact on Padre Dam's operations and financial programs; recommends policy and procedural improvements.
11.	Performs special projects and assignments as requested by the Chief Executive Officer/General Manager and the Board of Directors.
12.	When necessary, works with rating agencies, advisors and outside bond counsel in the issuance of revenue bonds, certificates of participation or other external financing; prepares financial data and reviews all bond documents and information prepared for the public, rating agencies and bond covenants; tracks compliance with debt service coverage ratios; monitors the interest rate market to remain alert for refunding opportunities; complies with all debt reporting requirements.
13.	Participates in senior management and staff team meetings to resolve problems and develop plans for the District.
14.	Manages cash flow to balance investment returns with cash flow needed for operations and CIP projects; transfers funds as necessary for accounts payable, payroll and future cash needs.
15.	Supervises the month-end and year-end close and financial statement preparation; reviews and evaluates financial and statistical reports.
16.	Performs other duties of a similar nature or level.

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(position requirements at entry):

- Leadership and management theories and principals;
- Codes, laws, and regulations governing area of assignments;
- Accounting theories and principles including enterprise accounting, financial statement preparation and methods of financial control and reporting; cost and fixed asset accounting; internal control and audit;
- GAAP and GASB accounting standards and requirements;
- Principles and practices of public agency budgeting, capital financing and rate setting;
- Principles, practices, laws and regulations governing the investment and management of public funds;
- Research methods and statistical and financial analysis techniques;
- Principles and practices of computer-based financial, accounting and reporting systems.

Skills (position requirements at entry):

- Applying Generally Accepted Accounting Principals;
- Analyzing and making sound recommendations on complex financial data and operations;
- Planning and directing a variety of financial programs and activities;
- Defining complex financial, rate setting and financing issues;
- Motivating, monitoring, and evaluating staff;
- Developing, implementing and enforcing policies and procedures;
- Resolving problems;
- Coordinating functional areas;
- Preparing clear, concise and comprehensive financial and treasury statements;
- Giving presentations;
- Using computers and related software applications;
- Communication (both written and verbal); interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting or a related field and at least five years of increasingly responsible senior level management experience. A Master's degree in Business Administration is desirable.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Certified Public Accountant or a Certified Management Accountant highly desired.

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be subjected to travel. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Job is sedentary; walking and standing are required only occasionally and only if all other sedentary criteria are met.

Safety Priorities: Knowledge of: general office safety and defensive driving techniques. Understanding of: Padre Dam's Safety Rules and Regulations, accident and injury reporting policies and Padre Dam's Policy and Procedures for Violence in the Workplace. Ability to: complete safety training and work in a safe and efficient manner.

Classification History:

Date: 4/98; 10/01; 12/07; 5/09, 12/15, 08/20

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