

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**DIRECTOR OF FINANCE AND ADMINISTRATION**

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**DEPARTMENT: ADMINISTRATION**

**FLSA OVERTIME STATUS: EXEMPT**

**BARGAINING UNIT: N/A**

**APPROVED BY BOARD OF DIRECTORS – TBD**

**SUMMARY:** Under general direction, the Director of Finance and Administration (DFA) is responsible for the overall administrative effectiveness of the Rancho Murieta Community Services District (the District). The position reports to and assists the General Manager. The position coordinates and directs all of the District's financial functions including financial analysis and management, planning, reporting, compliance, policy and procedure development, capital investment analysis, risk management and business planning. The DFA oversees all aspects of the human resources and information technology programs. This position will act as primary financial contact within the organization.

**SUPERVISION:** Directly supervises accounting, administrative and office staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

- Serve as the lead on all human resource activities, policies, and procedures, including recruitment and on/off boarding, records management, Injury/Illness Prevention Program management, training,
  - May assist the General Manager and/or Board of Directors in contract negotiations, grievance review and response, and employee discipline .
- Serve as the subject matter expert for financial system; Manage resources and administer all systems;
- Administer and Track procurement and private vendor contracting;
- Develop and manage the annual operating and capital budgets and business plan;
- Prepare and submit to the General Manager all financial reporting, including
  - i. Monthly Bank Reconciliations;
  - ii. Quarterly Budget to Actual Reports;
  - iii. Annual Sources and Uses Report;
  - iv. Annual Fund Condition Statements;
  - v. Annual Balance Sheets.
- Ensure accurate and timely financial reporting to General Manager and the Board of Directors, and other managers on a monthly, quarterly and annual basis;

- Oversee Billing and Accounts Receivable functions;
- Oversee Accounts Payable;
- Oversee Payroll processing and Reporting;
- Oversee Banking Transactions, cost allocations, and reconciliations;
- Oversee Retirement Plans, Benefit Programs, Insurance Policies and Claims;
- Oversee and manage treasury and debt functions and reporting;
- Manage, coordinate, and coach five direct reports;
- Participate in the development of the District's annual and Five-year capital plans;
- Oversee District risk management function including general risk management and procurement. Work with the District's Risk Management Authority to optimize the District's risk position;
- Lead financial analysis that may include identification and consideration of new District opportunities, operational benchmarking, cost saving/efficiency initiatives;
- Contribute to the business's financial strategies and plans that align with Strategic Objectives and Financial Strategies;
- Perform Return of Investment (ROI) analysis on District investments;
- Assist in prioritizing capital maintenance requirements;
- Manage the development of a business forecasting culture which will enable the business to respond to changes and business trends;
- Prepare month-end journal entries and assist with the month-end close;
- Prepare balance sheet account reconciliations;
- Prepare and review the operating financial statements for the District;
- Review, approve, and monitor monthly financial results including Sources and Uses, Balance Sheet, and Reserve Reporting;
- Review, approve and monitor working capital reporting;
- Review annual and monthly budgets and working capital forecasts;
- Assist with year-end audit process;
- Develop any reports needed to track key performance indicators to aid General Manager in proactively monitoring District performance;
- Develop, improve and implement policies, procedures, and internal accounting controls;
- Respond to customer service concerns requiring upper management intervention;

- Direct process improvement initiatives including but not limited to cross-training of staff and transition planning;
- Oversee the District Information Technology (IT) Function including procurement, implementation and operation of the District's technology functions. Work closely with the District's contracted IT support vendor to implement and manage District technology.

### **GENERAL QUALIFICATIONS**

Rancho Murieta Community Services District employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Strong ethical foundation with high integrity; self-motivated and results driven; assertive and decisive; ability to train, mentor, and develop employees; ability to work with and relate to employees at all levels of the organization; dynamic, pro-active, resourceful and practical; strong organizational skills with a proven ability to handle multiple tasks in a time sensitive manner; excellent written and verbal communication skills.

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State and Local Government; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the organization's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of senior managers and Board members and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all community organizations, the public, and State and County officials; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the organization's Equal Employment Opportunity objectives.

### **MINIMUM QUALIFICATIONS**

Strong computer software skills, including the Microsoft Office suite, especially Excel, FileMaker or other database experience. Experience in Accounting/Payroll and utility billing systems such as PayChex, Great Plains, Tyler, and Utility Star;

Intermediate understanding of technology systems and hardware solutions key to a modern office environment. Principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of public agency funds.

**Education:** BA/BS degree in accounting, finance, business administration, human resources, public administration or closely related field. Masters degree desirable.

**Experience:** Five (5) years of increasingly responsible experience performing effective governmental administration including supervision, budget preparation, personnel management, public program analysis, analytical report preparation, and computer system (hardware, software, network and peripherals) application maintenance.

**LICENSE AND/OR CERTIFICATES:** Possession of a current California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**PHYSICAL DEMANDS:** Ability to operate a variety of automated office machines; significant typing and writing activity; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time. Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The employee must occasionally lift and/or move up to 5 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

#### **DESIRABLE QUALIFICATIONS**

\*Demonstrated knowledge of fiscal programs, policies and procedures, including business services, procurement, contracting, grants management, accounting, and budgeting.

\*Demonstrated experience in directing a complete program of decentralized administrative services with emphasis on management of complex fiscal systems, business services, and administrative services while ensuring efficient customer services and completion of tasks within established timeframes and maintaining a cohesive team.

\*Demonstrated leadership and experience in program management and team building including differing opinions, viewpoints, perspectives, needs and interests.

\*Demonstrated knowledge of the District's programs and the ability to communicate and advance the District's mission to control agencies, the Legislature, other local, state, and federal agencies as well as stakeholders.

\*Demonstrated experience in making recommendations on legislation and legislative proposals which affect the District's business services functions as well as other financial programs, including grants, accounting and budgeting.

\*Demonstrated broad experience that includes substantial participation in the formulation, operation, and/or evaluation of program policies along with the ability to analyze complex program implementation problems and develop effective courses of action to solve them.