

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF ADMINISTRATION

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 08/15/2018

SUMMARY: The Director of Administration supports the General Manager and will coordinate and direct all of the Rancho Murieta Community Services District's (District) human resources; financial functions including financial analysis, reporting and compliance, financial management, operating and capital spending, analyzing capital investment decisions, and creation of District financial plans and policies; risk management; business planning; responsible for divisional and overall administrative effectiveness of the District; along with performing ad-hoc analysis on major initiatives. The Director of Administration will oversee Information Technology (IT) implementation, operations and procurement for the District and will serve as lead staff for process improvement initiatives. This position will act as primary financial contact within the organization.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over the Accounting Supervisor and Controller.

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

- Oversee District Human Resources function supervising the Human Resources responsibilities of the Accounting Supervisor and taking the lead on personnel matters requiring high-level management oversight;
- Key contact with General Manager to support reporting and business planning requirements and ensure strong financial performance;
- 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;
- Develop the annual budget and business plan;
- Perform daily, weekly, and monthly variance analysis as part of ongoing financial management of the business;

- Participate in the development of the District's annual and 5-year capital plans;
 - 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 maintenance capital requirements;
- Manage the development of a business forecasting culture which will enable the business to respond to changes and business trends;
- Review Controller's monthly closing of the accounting records between all of the District operations;
- Review the monthly financial statements for overall reasonableness and accuracy. Coordinate entire process to ensure all month-end deadlines and expectations are met;
- Participate in the review of all month-end reconciliations of all balance sheet accounts to ensure timely and accurate financial information;
- Manage the accurate and timely financial reporting to General Manager and the Board, and other managers on a weekly, monthly, quarterly and annual basis as defined;
 - Review daily reporting of operations data and key performance indicators;
 - Review month-end journal entries and assist with the month-end close;
 - Review balance sheet account reconciliations;
 - Review the operating financial statements for the District;
 - Review, approve and monitor monthly financial results including the profit and loss balance sheet, and reserve reporting;
 - Review, approve and monitor working capital reporting;
 - Review annual and monthly budgets and working capital forecasts;
 - Provide direction to Controller and review year-end audit process;
 - Lead the ongoing development of new reports to track key performance measures to aid General Manager in proactively monitoring District performance;
- Ensure support and enforcement of policies, procedures, and internal accounting controls;

- Responsible for handling 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.

QUALIFICATION REQUIREMENTS: Possesses a strong ethical foundation with high integrity; self-motivated and results driven; assertive and decisive; ability to develop, mentor, and grow employees; ability to work with and relate to employees at all levels of the organization; dynamic, pro-active, resourceful and practical; work well as part of a larger team; strong organizational skills with a proven ability to handle multiple tasks in a time sensitive manner; excellent written and verbal communication skills. Strong computer software skills, including the MS Office suite, especially Excel and Access. Experience in Accounting/Payroll and utility billing systems such as Great Plains or 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 AND EXPERIENCE:

Education: BA/BS degree in accounting, finance, business administration, human resources, public administration or closely related field. Certified CA, CMA, CPA, CGA designation or MBA an advantage.

Experience: Five (5) to seven (7) 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 the category 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 25 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.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet.