

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** CHIEF FINANCIAL OFFICER
2. **Employment Classification:** Exempt
3. **Department:** Fiscal and Customer Services
4. **Reports To:** General Manager
5. **Fundamental Objective:** Under direction of the General Manager, develop and implement financial strategies; plan, organize and manage the District's financial affairs, such as financial planning for capital projects, budgeting, accounting, cash management, rate setting, bond financing, purchasing, customer relations and billing, meter reading and repair, public education/conservation functions, and related services. Assist and support the General Manager, including acting as General Manager when assigned.
6. **Level of Supervision Required:** Minimal. Direction is provided by the General Manager.
7. **Supervisory Responsibilities:** Directly supervise Customer Service Supervisor, Field Service Supervisor, Accountant/Bookkeeper, Warehouse Administrator and others as assigned. Indirectly supervise Conservation personnel, Customer Service Representatives, and Field Service Technician and Representatives.
8. **Essential Job Duties and Responsibilities:**
  - A. Manage, develop and administer accounting, financial, and budget control systems. Manage applicable operations and/or accounting functions. Develop and manage the work order program.
  - B. Supervise, plan, assign, train and review the conservation, field services, customer service, and accounting departments.
  - C. Responsible for comprehensive annual report preparation and analysis of various financial statements, schedules, and reports.
  - D. Perform advanced accounting work and provide assistance to staff. Maintain and reconcile the District's general ledger. Maintain compliance with applicable accounting procedures, laws, ordinances and regulations. Recommend and implement various District policies. Review, develop and modify accounting methods to improve existing procedures, ensure

conformity to policy and adherence to legal requirements, and increase effectiveness.

- E.** Develop administrative policies for approval and assist other staff with accounting and financial issues. Recommend and implement various District policies. Review, develop, and modify administrative methods regarding finances, customer accounts, field services and warehouse, and conservation to improve existing procedures, ensure conformity to policy, and increase effectiveness.
- F.** Develop, monitor and administer District operating and Capital budgets, including derivation of major assumptions upon which the annual budgets are based and monitoring capital accounts, project costs and identifying fixed and other capital assets.
- G.** Maintain compliance with applicable procedures, laws, ordinances and regulations. Recommend and implement District policies as necessary.
- H.** Provide short and long term financial planning and debt management for the District. Monitor cash flow and investments and develop recommendations for approval. Develop periodic reports on the status of investments as required by applicable covenants, policies and laws.
- I.** Coordinate the annual financial audit. Coordinate accounting controls according to standard audit requirements and assist external auditors in fiscal year review.
- J.** Oversee and participate in regular review and revision of District water rates and fees and other operating charges. Administer implementation of new rates and fees following Board approval.
- K.** Coordinate all District real property sales and purchases (excluding acquisition of easements).
- L.** Perform various computerized operations, such as developing and operating various computerized data bases and spreadsheets. Operate computers for various accounting functions. Maintain various pages and make posts on the District's website.
- M.** Monitor and perform accounting functions for assessment districts.
- N.** Perform various accounting and financial analyses as required. Prepare reports and make presentations.
- O.** Act as liaison between the District and financial consultants, actuaries, and others as assigned.

P. Attend committee and Board meetings as requested.

Q. Other duties as assigned.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Principles and practices of governmental accounting, finance, purchasing, risk management and budgeting.
2. Principles of supervision, training and evaluation.
3. Computerized accounting and information systems.

B. **Ability to:**

1. Analyze and interpret complex financial accounting records and make recommendation(s) and/or present reports as necessary.
2. Prepare financial statements, reports and analyses.
3. Design and install new and improved accounting and record-keeping systems.
4. Understand investment options.
5. Plan, assign and supervise the work of subordinates.
6. Communicate clearly and effectively in English, both orally and in writing.
7. Proficiently use Microsoft Office products especially Microsoft Excel.
8. Establish and maintain effective working relationships with others.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of increasingly responsible experience in accounting or auditing work, preferably including two years in a supervisory capacity.

**Education:** Bachelor's Degree from an accredited college or university, with major course work in accounting, public finance, or related field.

**Certifications:** None.

**Licenses:** None.

Must also successfully complete physical examination and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

**11. Physical demands/requirements:**

The physical requirements and physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

**CHIEF FINANCIAL OFFICER**  
**JOB DESCRIPTION APPROVAL**

**Department Manager Recommendation:**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**General Manager Approval:**

Signature: \_\_\_\_\_  
*Samuel*

Date: \_\_\_\_\_  
*10 May 2016*

**Received and Recorded by Human Resources:**

Signature: \_\_\_\_\_  
*Rose Houl*

Date: \_\_\_\_\_  
*5/12/16*