



# Chief Financial Officer

Agency/Department: General Manager

Reports to: General Manager/CEO

Supervises: GL Accountant, Accounting Technician I/II,  
Purchasing Technician I/II

## JOB SUMMARY:

Under supervision of the Board of Directors and General Manager/CEO direct the operations and services of the Finance Department; areas of responsibility include, but are not limited to budget development and administration, financial transaction processing, recordkeeping and reporting, payroll, utility billing, purchasing, accounts payable, auditing, investment, and financial systems software.

## DISTINGUISHING CHARACTERISTICS:

The Chief Financial Officer (CFO) shall carry out the functions of the Accountant defined in the California Public Utilities Code Sections 16111(b) and 16112. The Chief Financial Officer shall be appointed by the Board of Directors of the North Tahoe Public Utility District, hold office at its pleasure, and receive such compensation as is provided for by the Board of Directors by ordinance.

## SUPERVISION RECEIVED/EXERCISED:

Receives direction from the General Manager/CEO under the supervision of the Board of Directors.

Exercises direct supervision over assigned department personnel.

## EXAMPLES OF ESSENTIAL FUNCTIONS:

The duties listed are intended only as illustrations of the various types of work that may be performed.

- Develop, implement, and oversee maintenance of all procedures and systems for finance, accounting and payroll administration for the District
- Develop, plan, and implement department goals and objectives; recommend and administer policies and procedures for financial/accounting systems
- Responsible for all water and sewer billing, accounts receivable, accounts payable, all payroll functions, purchasing, bank reconciliation, cash flow, and monthly financial reports
- Coordinate with General Manager/CEO in budget preparation, strategies, and review process
- Oversee preparation of monthly financial statements, comparisons to budget reports, and expenditure lists for Board review and approval
- Review investment strategies, manage cash flow, and related reporting requirements
- Work collaboratively with Engineering, Operations, and Parks and Recreation to develop and maintain the long-term financial plan in support of the District's capital improvement program
- Manage debt according to District goals and Board direction

- Verify that the disbursements of District funds are within the budget appropriations adopted by the Board of Directors
- Maintain a system of auditing and accounting which completely and at all times shows the financial condition of the District; oversee annual audit with outside auditors; implement final auditor's findings and recommendations
- Conducts or directs the conduct of various research studies; analyzes results; evaluates alternatives; makes recommendations and prepares narrative and statistical reports
- Monitors changes in laws, regulations, and technology that may affect financial operations; upon approval by the General Manager and/or Board of Directors, recommends and implements policy and procedural changes as required
- Draw all warrants to pay demands after they have been approved by Board of Directors
- Maintain effective internal control and fraud prevention policies and procedures.
- Serves as Trustee to the District's Deferred Compensation Plans
- Direct the billing of grant projects and preparation of related financial information and reports
- Prepare requests for reimbursement from County, State, and Federal agencies; act as the financial liaison with Placer County
- Select, train, motivate and evaluate department personnel; include training of the District's Leadership Core Values
- Maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; serve as part of the District management team
- Attends Board of Directors' Meetings, Finance Committee, and other required meetings as directed by the Board of Directors and General Manager/CEO
- Prepares presentations regarding the District's financial activities
- Performs other duties as assigned

#### MINIMUM QUALIFICATIONS:

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### EDUCATION:

Bachelor's degree from an accredited college or university in accounting, finance, or a related field.

#### EXPERIENCE:

Five (5) years of increasingly responsible experience in administering the fiscal operations of a public agency or private organization, including three years of administrative, supervisory, and management responsibility. Utility experience preferred.

#### KNOWLEDGE OF:

- Governmental budgetary practices and procedures, including General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Principles of business administration, management, supervision and strategic planning
- Principles and practices of purchasing, utility billing, financial, budgetary, accounting and public agency operations
- Spreadsheet and word processing software; advanced mathematical principles
- Benefit plan administration, documentation and legal requirements
- Principles of investing; municipal bond structuring and issuance

- Financial information systems, database programs, and related technology, hardware and accounting information processes
- Financial governance of local government

**ABILITY TO:**

- Work independently and cooperatively with others, taking initiative in line with the best strategic interests of the District
- Complete detailed hands-on account functions
- Develop accurate, understandable, and comprehensive financial reports
- Maximize effective use of District data processing equipment
- Recruit, train, instruct, supervise, evaluate, motivate, appropriately discipline, and develop financial staff
- Apply financial, budgetary, and accounting practices, as well as internal controls to the District's financial affairs
- Deal tactfully and courteously with the public
- Represent District financial position to other outside agencies
- Understand, interpret, apply and explain laws, regulations, policies and professional practices
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals
- Read, understand, and follow written or verbal instructions, as well as the ability to give written or verbal instructions
- Maintain cooperative relationships with co-workers, General Manager/CEO, Board of Directors, the public, and other governmental agencies
- Read, write and comprehend the English language at a level necessary for effective job performance
- Convey the District's budget and financial affairs to a broad cross section of the community, Board, and staff

**LICENSES:**

- Possession of a valid California or Nevada Driver's license with driving record acceptable to the District and the District's insurance carrier.

**CERTIFICATIONS:**

- Certified Public Accountant or Masters of Business Administration preferred.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including word processing, spreadsheet, database, and project scheduling software; 10-key calculator; phone, cell phone; copy machine; fax machine and other modern office equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment; use fingers to write or type.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee may be subjected to prolonged periods of sitting at desk and in meetings. The employee is regularly required to talk or hear, use keyboard and view computer monitor. Occasionally the employee will be required to climb stairs or balance; stoop, bend, kneel, crouch, or crawl. The employee will occasionally be required to lift up to 10 pounds and may need to carry for an approximate distance up to 50 feet.

The employee may be required to drive a vehicle to attend meetings or presentations.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee will occasionally have to tolerate adverse weather conditions. The employee occasionally works around moving mechanical parts, and is occasionally exposed to wet and/or humid conditions, dust, noise, pollens, and fumes or airborne particles. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others. The noise level in the work environment is usually quiet to moderate.

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**FLSA Exemption status:** Exempt

**Employee Unit:** Confidential – Unclassified

**Job Family:** Administration

**Class Progression:** n/a

Date of Last Revision: \_\_\_\_\_

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

Approved By: \_\_\_\_\_