



Chief Financial Officer (CFO)

DEFINITION:

Under supervision of the General Manager/CEO, the CFO directs 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.

CLASS 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 as appointed by the Board of Directors of the North Tahoe Public Utility District. This is a senior management level position responsible for District-wide planning, budgeting, and organization including supervision of staff, operations, and activities of the Finance and Accounting and Customer Service Departments. Incumbent is responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which includes District Operating and Capital budget preparation and administration, financial oversight and controls, accounts receivable/payable, audit administration, payroll, and implementation of policies, procedures, goals, objectives, priorities, and standards. Incumbent leads organizational, managerial, and financial analyses and studies and identifies and implements recommendations. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines while seeking assistance and direction as new or unusual situations arise. Strong communication and writing skills are essential. Incumbent must have strong interpersonal skills, be able to build consensus, and represent the District in a wide variety of concerns and interests.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction and supervision from the General Manager/CEO.

Exercises direct supervision over assigned department personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties as assigned may occur, as prioritized by the General Manager. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- 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 Recreation, Parks, and Facilities 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; including 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 General Manager/CEO
- Prepares presentations regarding the District's financial activities
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in accounting, finance, or a related field. Master of Business Administration is preferred.

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.

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KNOWLEDGE OF:

- Governmental budgetary practices and procedures, including General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB)
- Principles, practices, and methods of business administration, management, supervision and strategic planning
- Principles, practices and methods of purchasing, utility billing, financial, budgetary, accounting and public agency operations
- Advanced proficiency of Microsoft Office Excel and Word 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 including California special districts and public utility districts

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 Driver's license with driving record acceptable to the District and the District's insurance carrier

CERTIFICATIONS:

- Certified Public Accountant preferred

TOOLS AND EQUIPMENT USED:

Modern office equipment such as the use of a personal computer, spreadsheet and word processing, phone, 10-key calculator, copy machine, fax machine, and postage machine. Software application such as the District's Financial, Payroll, and Human Resources modules, Microsoft Office Suite

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 an 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 or move up to 20 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 but can be moderately noisy depending on a specific location.