

# **Humboldt Bay Municipal Water District**

## **Business Manager /Controller**

**\$5,164 - \$6,277 Monthly**

### **OVERVIEW**

This position is responsible for managing, directing and supporting the District's financial, accounting, human resource, risk management, and regulatory compliance functions.

This is one of three management-level positions at the District. The organizational culture is that the General Manager, Superintendent and Business Manager work together as a management team to lead and direct all operational and business activities to ensure reliable and cost effective delivery of water to the community. There is significant interface with employees, customers, outside agencies (e.g. state and federal.) and the Board of Directors. In partnership with the General Manger and Superintendent, this position may also participate in strategic planning and initiatives.

### **ESSENTIAL FUNCTIONS AND DUTIES**

#### **Leadership and Supervision:**

1. Supervises financial, accounting, human resource, customer service and regulatory staff
2. Develops goals and objectives for the work unit, and work plans to accomplish them
3. Sets high expectations and leads by example
4. Trains, develops and consistently supports staff

#### **Financial**

5. **Budget** - Responsible for preparing annual budget for operational and administrative expenses, projects, and revenues of the District.
6. **Capital Improvement Plan (CIP)** – Responsible for developing mechanisms to link CIP to annual budget. Responsible for developing financing needs and options, and working with financial advisors and counsel to secure financing. Responsible for pursuing grants to fund CIP projects and administering grants if received.
7. **Accounting:**
  - a) Responsible for accounting functions including: overseeing maintenance of general and subsidiary ledgers, general journal entries, cash and other account reconciliations, accounts receivable, accounts payable, investment and reserve accounts, and capital, depreciation and inventory schedules.
  - b) Responsible for maintaining and improving system of internal controls in accordance with generally accepted accounting standards and in accordance with recommendations from the District's auditor. Ensures compliance with system of internal controls.
  - c) Acts as principle liaison with the District's auditor during the annual financial audit process
8. **Controller:**
  - a) Responsible for creating and maintaining financial records and reports, including reports to track and report financial positions and manage the budget
  - b) Responsible for overseeing preparation of monthly financial report for the Board of Directors
  - c) Responsible for overseeing and managing cash flow and accounts receivable

- d) Responsible for monitoring investment accounts and making recommendations consistent with the District's approved investment policy
- e) Responsible for interpreting financial information and performing comparative analyses of financial statements

**9. Retail Water Business**

- a) Responsible for overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable and customer service) in accordance with approved Ordinance
- b) Responsible for developing retail rate studies, proposing and justifying rate increases and implementing Proposition 218 requirements

10. **Process Improvements** – Responsible for analyzing, making recommendations and implementing improvements in District's payroll, accounting and utility billing systems, as necessary.

**11. Human Resource/ Risk Management:**

- a) Responsible for District's human resources functions, including hiring, payroll, benefit administration and employee claims management.
- b) Responsible for the District's risk management and risk transfer including insurance programs and contracting procedures, and claims processing.

12. **Regulatory Program and Compliance** - Responsible for overseeing regulatory compliance and reporting (with the District's Program and Regulatory Analyst)

**13. Computer and Administrative Systems**

- a) Responsible for overseeing maintenance and upgrades of District's administrative computer systems and network in Eureka .
- b) Responsible for maintaining and ensuring compliance with District's Records Retention Policy, and for maintaining filing system in accordance with the policy
- c) Responsible for investigating electronic filing and record retrieval system, and an electronic work scheduling/follow-up system, and for implementing approved projects.

**Other Duties as Assigned:**

14. May provide back-up and perform duties of the General Manager when necessary
15. May perform special projects and assignments with the Superintendent and General Manager
16. Required to participate in Emergency Operations Center (EOC) activities during emergencies

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
- Strong verbal communication and presentation skills
- Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
- Strong organizational skills
- Ability to work well and collaboratively with others
- Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
- Office methods and procedures, including filing, record keeping and reporting systems

- Strong working knowledge of desktop computers and systems, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks, Access, and/or ESRI's GIS software is desirable.
- Subject matter expertise in accounting (especially governmental accounting) business, economics, finance or human resources is highly desirable

### **REQUIRED TRAINING AND EXPERIENCE:**

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

- Bachelors Degree (required) and Masters Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
- Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties

### **SPECIAL REQUIREMENTS**

- Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- Must be able to qualify for fiduciary bonding.
- Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

### **ESSENTIAL PHYSICAL ABILITIES**

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- a) operate a variety of office equipment (computer, copy machine, etc.) ;
- b) understand and carry out oral and written directions;
- c) communicate well with others, verbally and in writing;
- d) work cooperatively and get along well with the Board, District staff, customers and the public;
- e) think critically to address complex business and accounting assignments;
- f) work independently and take initiative;
- g) sit for extended periods of time;
- h) perform minor physical activities which involve bending, lifting and reaching;  
operate a motor vehicle.