

Humboldt Bay Municipal Water District

DIRECTOR OF FINANCE and HUMAN RESOURCES Business Manager - M3

Position Description

GENERAL PURPOSE

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 senior management-level positions at the District. The organizational culture is that the General Manager, Director of Operations and Maintenance Superintendent and Director of Finance and Human Resources 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 and the Board of Directors. In partnership with the General Manger and Director of Operations and Maintenance Superintendent, this position may also participate in strategic planning and initiatives.

ESSENTIAL FUNCTIONS AND DUTIES

1. Leadership and Supervision

- a. Supervises financial, accounting, human resource, customer service, and regulatory staff, including Regulatory Analyst (I/II), Accounting Specialist (I/II), and Accounting Tech's (I/II)
- b. Develops goals and objectives for the work unit, along with plans to accomplish them; Continually seeks opportunities to streamline and improve District processes to increase efficiency
- c. Sets high expectations and leads by example
- d. Trains, develops, and consistently supports staff; Ensures cross-training between administrative staff positions is maintained and on-going

2. Financial

- a. ACCOUNTING - Responsible for Accounting functions including:
 - i. Maintenance of general and subsidiary ledgers and general journal entries; Responsible to supervise and review all activity in all modules within the accounting software
 - ii. Cash and other account reconciliations
 - iii. Accounts receivable and payable
 - iv. All bank, investment, and reserve accounts
 - v. Capital, depreciation, and inventory schedules
 - vi. Creates monthly financial statements for review with Board of Directors
 - vii. Establish a system of internal controls in accordance with generally accepted accounting principles and in accordance with recommendations for the District's auditor, ensuring compliance.

- viii. Acts as principal liaison with the District's auditor during the annual financial audit process
- ix. All aspects of grant administration
- b. BUDGET - Responsible for:
 - i. Preparing the annual budget for operational and administrative expenses, projects, and revenues of the District
 - ii. Responsible for presenting the budget to the Board for approval
- c. CAPITAL IMPROVEMENT PLAN (CIP) - Responsible for:
 - i. Developing mechanisms to link CIP to annual budget
 - ii. Developing financing needs and options and working with financial advisors and counsel to secure financing
 - iii. Pursuing grants to fund CIP projects
 - iv. Grant administration
- d. RETAIL WATER BUSINESS - Responsible for:
 - i. Overseeing the retail business function (establishing accounts, meter reading, billing, accounts receivable, and customer service) in accordance with approved Ordinance 13
 - ii. Overseeing all contracted retail business functions (Fieldbrook) in accordance with current contract
 - iii. Supervise the development of retail rate studies, assisting staff with justification, analysis, and proposal. Ensure rate increases meet all Proposition 218 requirements
- e. HUMAN RESOURCE/ RISK MANAGEMENT - Responsible for:
 - i. All Human Resources functions, including the hiring process, payroll, benefit administration, and employee claims management
 - ii. Risk management and risk transfer including insurance programs, contracting procedures, and claims processing
- f. REGULATORY PROGRAM AND COMPLIANCE - Responsible for:
 - i. Overseeing regulatory compliance and reporting
 - ii. Ensuring District is current and in compliance with all Local, State, and Federal requirements related to District operations
- g. COMPUTER AND ADMINISTRATIVE SYSTEMS - Responsible for:
 - i. Ensuring contracted vendor maintains administrative computer system and network in Eureka office
 - ii. Supervises required updates to various software programs as needed
 - iii. Oversees the maintenance of the District's *Records Retention Policy* and maintenance of the filing system in accordance with the policy
- h. PROCESS IMPROVEMENTS - Responsible for:
 - i. Analyzing, making recommendations, and implementing improvements in District's payroll, accounting, and utility billing systems as necessary
 - ii. Continually seeking to increase efficiency and improve workflow throughout all administrative processes

i. OTHER DUTIES AS ASSIGNED

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

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Strong written communication skills including the use of proper English, spelling, grammar, and punctuation. Ability to compose complex and detailed correspondence and reports accurately.
2. Strong verbal communication and presentation skills
3. Ability to deal tactfully and courteously with customers, District staff, and the Board of Directors
4. Strong organizational skills
5. Ability to work well and collaboratively with others
6. Ability to complete complex analysis (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations)
7. Office methods and procedures including filing, record keeping, and reporting systems
8. Strong working knowledge of computers and systems including intermediate-to-advanced proficiency in Microsoft Office applications
9. Subject matter expertise in accounting (especially governmental accounting), business, economics, finance, and human resources

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:

1. Bachelor's Degree (required) and Master's Degree (preferred) from an accredited university or college with an emphasis in business, accounting, public administration, or finance
2. 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

1. Must be able to:
 - a. Understand and carry out oral and written directions;
 - b. Communicate well with others, verbally and in writing;
 - c. Work cooperatively and get along well with the Board, District staff, customers, and the public;
 - d. Think critically to address complex business and accounting assignments;

- e. Work independently and take initiative.
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- 2. Possession of a valid California 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.
 - 3. Must be able to qualify for fiduciary bonding.
 - 4. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

ESSENTIAL PHYSICAL ABILITIES

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. 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:

- 1. Operate a variety of office equipment (computer, copy machine, etc.);
- 2. Sit for extended periods of time;
- 3. Perform minor physical activities which involve bending, lifting, and reaching;
- 4. Operate a motor vehicle.