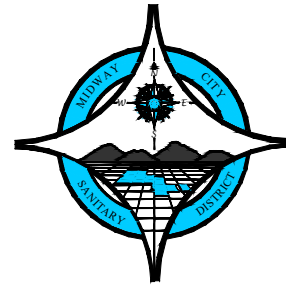


# Midway City Sanitary District



**Job Title:** Director of Finance and Human Resources  
**Department:** Administration  
**Reports to:** General Manager  
**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Represented  
**Salary Range:**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Hourly	60.62	63.97	67.31	70.66	74.00	77.35	80.69	84.04
Biweekly	4,849.88	5,117.48	5,385.08	5,652.68	5,920.28	6,187.88	6,455.48	6,723.08
Monthly	10,508.08	11,087.88	11,667.68	12,247.48	12,827.27	13,407.07	13,986.87	14,566.67
Annual	126,097.00	133,054.57	140,012.14	146,969.71	153,927.28	160,884.85	167,842.42	174,800.00

*Class specifications are intended to present a descriptive list of the range duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## DESCRIPTION

We are looking for an exceptional and visionary leader to join our Executive Team as the Director of Finance and Human Resources. The Director of Finance and Human Resources will be hands on and has responsibility for applying creative, professional, and technical skills in communications, research, and the development, coordination, and evaluation of all finance, accounting, investments, and employee benefits and compensation, to the highest standards, so that the Midway City Sanitary District (District) can deliver and impact the community we serve.

The ideal candidate will excel at working with people and is a highly organized, efficient and an autonomous individual with the ability to manage our expansion as we transition into expanding our services, programs, outreach, and community presence. Your work will shape the District’s services and processes.

- **Finance and Accounting:** Approximately 80% of your time and attention (including but not limited to): finance, accounting, budgeting, accounts payables, accounts receivables, and investments.
- **Human Resources:** Approximately 20% of your time and attention (including but not limited to): human resource activities such as employee compensation and benefits, payroll, and recruitments.

Under administrative direction, performs and supervises the fiscal operations and activities of the District, including budgeting, financial transaction processing, record-keeping and reporting, payroll, accounts payable, accounts receivable, and investments. Performs assigned human resource activities including recruitment, performance management, compensation and benefits administration, and responds to questions and inquiries from employees and management staff.

Coordinates assigned activities with other departments, officials, outside agencies, and the public; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the General Manager and Board of Directors in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

This is a classification that receives administrative direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises direct supervision over assigned technical and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a Department Director classification that oversees, directs, and participates in all activities of the Finance Department. This class aids the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy and municipal functions and activities, including the role of an elected District Board and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the Department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. Incumbents perform a broad range of detailed, administrative, and technical support activities and are expected to know technical and specialized rules, regulations, policies, procedures, and activities related to the District's financial and human resource activities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Establishes, maintains, and coordinates the accounting and financial systems of the District including accounting, financial reporting, financial planning, banking and treasury administration, budgeting, purchasing, contract administration, auditing, and user fee parcel program management.
- Develops and establishes controls necessary to assure the accuracy and security of District funds and records; evaluate performance of accounting procedures and financial controls; identify variances from approved or authorized practice, and initiate action to ensure established controls are maintained.
- Responsible for the timely preparation of all financial reports and statements including monthly and quarterly financial statements and reports, annual financial reports, and reports required by outside governmental agencies; prepare, review, and analyze reports to ensure conformance with generally accepted accounting principles.

- Maintains and reconciles a variety of ledgers, reports, accounting, and financial records; examine and correct accounting transactions to ensure accuracy; prepares journal entries; manage and perform month end, quarterly, fiscal year end, and calendar year end accounting system processing.
- Directs, oversees, and evaluates the work of assigned staff; provides technical direction in the proper preparation of various financial, accounting, and reporting.
- Guides long-term financial planning, capital improvement funding and fee assessment accounting processes under the direction of the General Manager and the Board of Directors.
- Plans, develops, and administers the District's budget; prepares budget projections, capital projects planning and presentation of the District budget.
- Ensures that payments are made in accordance with authorized procedures prior to disbursement. Evaluates financial transactions and controls the expenditure of appropriated funds; enforces compliance with budget allocation and fiscal procedures.
- Responsible for, oversees, and maintains payroll, payroll reporting, and time and attendance.
- Assists with Human Resources programs, services, and activities, including risk management, occupational safety, workers' compensation, liability insurance, recruitment and selection, employee benefits administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, investigations, and general administration.
- Assists in labor negotiations; administers the provisions of employee contracts and agreements; provide assistance to staff.
- Manages the District's cash flow and cash requirement needs.
- Controls the disbursement and transfer of funds and investments in accordance with appropriations and adopted policies.
- Oversees and maintains accounting and financing for capital assets; prepares annual capital asset and depreciation accruals.
- Coordinates with the General Manager and Board of Directors to hire an external auditor; oversees the annual financial audit.
- Develops and monitors accounting procedures in conformance to adopted policies and internal controls.
- Manages the issuance of debt and refinancing as necessary. Assures compliance with debt covenants.
- Provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.
- Represents the Finance Department to other departments, outside groups and organizations; participates in outside community and professional groups.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of governmental finance; accounting, budgeting, auditing, purchasing, risk management, personnel management, labor relations, and public administration; monitors changes in laws, regulations, and generally accepted practices; incorporates new developments as appropriate.

- Participates as a member of the District's executive management team in establishing strategic and development goals and resolving operational problems. Participates in resolving sensitive and difficult inquiries and complaints as necessary.
- Prepares requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine District needs and requirements for contractual services; negotiates contracts and agreements and administration.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Builds and maintains positive working relationships with Board of Directors, other District employees and the public using principles of good customer service.
- Manages Parcel Map Program (levy of fees on tax roll) and requests payment from the County of Orange of property tax increments.
- May act as General Manager when the General Manager is not present.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Generally Accepted Accounting Principles (GAAP).
- Governmental Accounting Standards Board (GASB) Statements.
- State of California Government Code §53600 et seq.
- Applicable Office of Management and Budget (OMB) circulars.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of municipal financial management, particularly in the areas of accounting, budgeting, auditing, and management information services.
- Principles and techniques of revenue and tax administration.
- Advanced principles and practices of Human Resources management.
- Techniques for providing quality customer service to the public, vendors, contractors, and District staff.
- Proficient in Microsoft Office.
- Modern office practices, methods, computer applications and equipment.
- Record keeping principles and procedures.
- Business letter writing and report preparation
- English usage, grammar, spelling, vocabulary, and punctuation.

#### **Ability to:**

- Perform detailed accounting work in the maintenance of the general accounting, budget, and cost systems of the District.
- Plan, organize, direct and coordinate budget administration.

- Provide specialized or general analysis support in various accounting functions.
- Prepare journal entries and maintain ledgers.
- Communicate clearly and concisely, both orally and in writing.
- Compile and analyze data to prepare and support reports.
- Research issues related to assigned area of responsibility.
- Conduct compensation and benefits research and analysis and provide appropriate recommendations based on findings.
- Screen and assess applicants through interviews, testing, and background checks.
- Maintain confidentiality of work performed.
- Communicate information and policy/program changes to employees.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*A combination of education and experience that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's Degree in Finance, Accounting, Business or Public Administration, or a closely related field, and seven years of professional government sector accounting and finance experience, including at least three years of responsible management and supervisory level experience.

A CPA license or a Master's Degree in Accounting or Finance is desirable but not required.

**License and Certification:**

A valid California class C driver's license with satisfactory driving record and automobile insurance is required for the operation of a personal or District vehicle.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; vision sufficient to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio, and before groups. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and occasionally to operate related tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, and occasionally up to 75 pounds.

**Environmental Elements:**

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset public and private representatives and contractors in interpreting and enforcing District policies and procedures.