

SILICON VALLEY CLEAN WATER
Job Description
December 2015

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Chief Financial Officer

GRADE:

FLSA: Exempt

Every employee shall serve at the will and pleasure of Silicon Valley Clean Water (“SVCW”). No employee has, or may acquire, a property interest, nor any other kind of interest in, or right to, continuing employment with SVCW. The Manager, upon request of an employee who has been discharged, will review all the circumstances of such discharge.

SUMMARY

To plan, organize, lead and continuously improve the activities and operations of the Finance Department, including accounting information systems and overall customer service, coordinating assigned activities with other departments and outside agencies to provide advice and direction on the Authority’s financial condition; and to provide management with highly responsible and complex support used in decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Operational and Managerial Finance:

- Plan, organize and direct the financial activities of the Authority including, but not limited to, cash management, revenue analysis, data processing, purchasing, and payroll.
- Oversee the cash management and investment needs of the Authority; ensure investment of Authority funds is made in compliance with the Authority’s adopted Investment Policy.
- Manage long and short term debt financing to meet the cash flow needs of the Authority in the most cost effective manner.
- Monitor and ensure compliance of bond reporting and Continuing Disclosure Requirements for the Authority and the Member Entities as related to SVCW financing, as required by documents, agreements, contracts and law.

Financial Planning & Analysis:

- Develop, plan and implement department goals and objectives in support of the Authority’s strategic goals; recommend and administer policies and procedures.
- Plan, coordinate and oversee Authority-wide annual budget, quarterly and mid-year review process; monitor Authority-wide budget to ensure adequate financing; conduct ongoing analysis of Authority’s financial condition and report to and advise the General Manager and Commission accordingly.

- Offer financial guidance in the Authority's identification, assessment, and prioritization of risk management.
- Develop and maintain a long-range financial plan as part of the Capital Improvement Program, present findings to Member Entities and Commission.

Accounting:

- Establish financial control and review expenditures for conformance with approved budgets; prepare and review regular financial reports and statements; develop operating and other statistics used for budgeting purchases.
- Review existing practices and lead the design, control, operation, and enhancement of computerized financial systems, including budget control, general ledger control, contracts, accounts payable, revenue, billing, investments, payroll, project construction accounting and fixed assets.
- Lead the annual financial audit; coordinate staff and auditor resources; coordinate report to the Commission for audit acceptance.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with staff to correct deficiencies; implement discipline procedures in compliance with Authority policy.
- Provide technical direction to accounting and risk management staff; supervise and oversee all department staff including performance reviews and disciplinary actions in compliance with Authority policy.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Silicon Valley Clean Water policies and procedures.
- Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger.
- Principles and practices of debt financing, including long term capital financing, bond market strategy and California Water Resources Control Board State Revolving Fund loans.
- Principles and practices of governmental investing, including long and short term investments of Authority funds to maximize returns while maintaining principal stability and low risk.
- Annual, semi-annual and quarterly financial reports and external audits.
- Information systems and procedures as used in governmental financial applications.
- Accounting and Financial reporting systems and procedures.
- Pertinent local, state and federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, employee development and performance evaluation.

- Develop and administer department and Authority goals, objectives and procedures.
- Delegate authority and responsibility while maintaining accountability.
- Generally acceptable governmental accounting principles.
- Principles and theories of risk management.
- Principles of forecasting and financial analysis methods and techniques.
- Common office programs such as MS Office, Word, Excel, PowerPoint and Access.

Ability to:

- Plan, direct, lead and control the administration and operations of all aspects of the Finance Department, including forecasting and planning for financial issues affecting the Authority, and prepare alternative, analyses and recommendations for action.
- Continuously analyze budget and technical reports, interpret and evaluate staff reports, know laws, regulations and codes relating to the finances of the Authority.
- Observe performance and evaluate staff; direct and develop staff; implement disciplinary procedures if required, consistently enforce personnel rules.
- Develop, interpret, implement and consistently apply Departmental and Authority wide policies and procedures.
- Evaluate, make and justify investment decisions.
- Evaluate, make and justify cash flow needs, including long and short term borrowing decisions.
- Work effectively with other departments, member agency staff, elected officials and colleagues at all levels of the organization.
- Develop and implement new and innovative strategy and procedures to enhance the services of the department.
- Prepare and present written and oral reports to the public.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and manage departmental budget and expenditures.
- Implement, maintain and provide an accurate financial reporting structure for use by Authority personnel in the management of their respective budgets.
- Supervise, train and evaluate assigned personnel.
- Communicate clearly and concisely.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Ten years of increasingly responsible financial management and accounting experience.

Five years of management and administrative responsibility.

Five years of direct experience in the management of borrowing and investment.

A bachelor's degree in accounting, finance or a closely related field is required. A Masters of Business or Public Administration degree with Finance emphasis is beneficial.

High School Diploma or an equivalent certificate or diploma recognized by the State of California.

CERTIFICATES, LICENSES, REGISTRATIONS:

Certified Public Accountant is desirable.

Valid California Class C Driver's License and an acceptable driving record as defined by SVCW's Driving Eligibility Standards.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods while working at a computer, communicate in person, on the telephone or via other electronic communication methods. The employee frequently is required to use hands and fingers to handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. Work hours are irregular and may include early morning and late night meetings.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is mainly performed in a standard office environment. The noise level in the work environment is usually quiet. The employee works indoors, which is temperature controlled. On occasion, travel is required outside of the office environment in incremental weather and on uneven or difficult terrain.