

**MERCED IRRIGATION DISTRICT
CHIEF FINANCIAL OFFICER**

FLSA Status – Exempt

DEFINITION:

In coordination with and under general direction, plan, organize and direct all accounting and finance activities of the District, including revenue collection; general accounting; treasury management; budgeting and payroll and customer billing. Provide supervision, through the Controller, to the District's accounting and customer service staff. The Chief Financial Officer is a District Officer position and serves as District Treasurer. This is a department head position.

ESSENTIAL FUNCTIONS OF THE POSITION:

- Recommends and participates in the development and implementation of District goals, objectives, priorities, and policies. Performs critical analysis on both internal and external events and provides sound, professional recommendations to the General Manager.
- Develops and implements work and cost control standards and guidelines for the finance department, including accounting and customer service.
- Manages all District funds and disbursements, evaluates interest rates and economic conditions, and determines the term and placement of reserve and investment funds.
- Maintains relations with, and supplies financial information to, the Wall Street credit rating agencies, Investment Bankers and Bondholders to ensure the credit rating and marketability of the District's debt instruments are maintained and improved.
- Performs detailed research pertaining to capital and finance markets. Investigates and meets with consultants and third parties on sophisticated and unique ways to finance future projects or improve the efficiency of existing debt obligations.
- Evaluates and provides training to the accounting and customer service staff.
- Prepares and presents reports to the General Manager and the Board of Directors.
- Develops, administers, and controls the finance department budget.
- Represent the District at industry, professional and community meetings.
- Perform other duties as requested, directed or assigned.

QUALIFICATIONS

Any combination of experience and education that would prepare the candidate for the duties and responsibilities of the position is acceptable.

Education:

- Bachelor's Degree in Accounting, Banking or Finance from an accredited college or university.
- Master's Degree is preferred.
- Certified Public Accountant (CPA) designation preferred.

Experience:

- Seven (7) to ten (10) years of increasingly responsible financial and accounting experience is desired, including extensive experience in municipal financing and investing.
- Minimum of five (5) years of management level experience.

CHIEF FINANCIAL OFFICER

Ability to:

- Interact and communicate with a broad spectrum of internal employees, an elected board of directors, representatives of other government agencies and the news media.
- Make frequent public presentations and respond to questions under pressure.
- Develop and maintain business relationships.
- Demonstrate teamwork and cooperation.
- Maintain confidentiality.
- Effectively prioritize a fluctuating workload.
- Work well under pressure and meet ever changing deadlines with a high degree of accuracy.
- Work independently and operate the finance department with minimal supervision.
- Delegate and direct the work of staff.

Knowledge of:

- Modern regulatory accounting theory and practices.
- Auditing, budgeting, cost accounting, financial reporting, statistical methods, and taxable and tax-exempt financing and investment rules, laws and practices.
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- Generally Accepted Accounting Principles (GAAP)

Necessary Special Requirements:

- Must file a Statement of Economic Interests in compliance with Government Code Section 8100.
- Must complete a two hour Ethics training course every two years in compliance with California AB 1234.
- Must complete two hours of Sexual Harassment training every two years in compliance with California AB 1825.
- A valid California Class C Driver License and the ability to maintain insurability under the District's vehicle insurance program.
- Abide by all District policies, guidelines and rules.

ENVIRONMENTAL FACTORS:

- Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Work performed in an office environment

The mental and 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:

ESSENTIAL MENTAL ABILITIES:

- Exercise independent judgment.
- Self-directing and organized.
- Reason objectively.
- Assess, project and plan work activities on a daily and weekly basis.
- Interpret state/ federal/agency regulations.
- Document concisely, accurately and timely.
- Handle a variety of duties which may be interrupted or changed by immediate circumstances.

TYPICAL PHYSICAL DEMANDS:

- Communicate orally and in writing with District management, co-workers, outside auditors, customers, and the public in face-to-face and one-on-one settings.
- Transport, set-up and removal of promotional equipment and materials at various public functions.
- Use of office equipment such as computer, copiers, scanners, and fax machines.
- Capable of negotiating stairways and uneven ground from time to time.

Sitting: Remains in a seated position for up to eight (8) hours per day
Hands/Arms: Operates computer for up to eight (8) hours per day
Lifting: Raises and lowers boxes and supplies up to twenty-five (25) pounds.
Stooping: Bends body downward and forward by bending at the knees or waist
Talking: Expresses ideas and shares information by means of spoken work in person and by telephone.
Hearing: Hears well enough to receive communications in person and by telephone.
Vision: Reads written and video messages for up to eight (8) hours per day. Operate vehicles and office equipment.

SUPERVISION:

The position receives general supervision from the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature/Date

Supervisor Signature/Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.