



## **CAMBRIA COMMUNITY SERVICES DISTRICT**

### **POSITION SPECIFICATION**

<b>Position</b>	Finance Manager
<b>Organization</b>	Cambria Community Services District
<b>Location</b>	Cambria, California
<b>Reports to</b>	General Manager
<b>Website</b>	<a href="http://www.cambriacsd.org">www.cambriacsd.org</a>

#### **ABOUT THE DISTRICT**

The Cambria Community Services District, formerly named the Cambria Water District, which was formed in 1967. Cambria Water District provided sewer services to the community. In 1976, the Cambria Community Services District (CCSD) was formed. This facilitated the expansion of CCSD services to include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Space. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

#### **ABOUT CAMBRIA**

The town of Cambria, California is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life that provides unlimited outdoor amenities, rugged coastlines, rolling hills, clean air and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking and a sense of community.

## **DEFINITION**

Under direction of the General Manager, the Finance Manager plans, directs, manages, and oversees the activities and operations of the Finance Department, including but not limited to:

- Develops and implements efficient and effective financial policies, plans, and reporting systems to ensure the CCSD's long-term fiscal health;
- Leads activities within the Finance Department including accounting and revenue management, budget development and implementation, internal and external audits, cost accounting programs, investment management, debt financing activities, banking services, revenue forecasting and customer service activities, utility billing, accounts payable, accounts receivable, payroll, benefits administration, cash receipts, and purchasing;
- Uses the CCSD's information technology resources to improve customer services and staff productivity;
- Plans, supervises and reviews the work of administrative technician staff;
- Performs complex and difficult fiscal analyses;
- Coordinates assigned activities with other departments and outside agencies;
- Provides quality service to all internal and external Finance Department customers;
- Performs related work as assigned.

This is an exempt management position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees the preparation of annual and periodic financial reports in accordance with generally accepted accounting principles and standards.
- Contributes to the overall quality of the department's services by developing, reviewing and implementing policies and procedures to meet legal requirements and CCSD needs.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical and finance support staff; provides training and policy guidance and interpretation to staff.
- Ensures that staff provides a high degree of service to both internal and external customers that supports achieving the department's and CCSD objectives and values.
- Performs responsible accounting, financial, payroll, and/or budgetary document processing, document review and program support work.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records.
- Prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Prepares and maintains a variety of reports regarding expenditures and revenues for departmental or CCSD-wide programs; prepares periodic and special reports regarding program operating costs and revenues.
- Manages cost accounting programs, including the preparation of cost allocation plans, preparation of cost of service studies, including assessments, and the design and implementation of fee programs.
- Supervises the District's purchasing program.
- Evaluates the District's administrative procedures and programs and recommends changes and implements improvements.
- Analyzes, forecasts, formulates and administers all CCSD revenue sources, including assessments, for preparation of the revenue section of the annual CCSD operating budgets.
- Manages the CCSD's investment portfolio; ensures that investments meet the CCSD's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments.

- Monitors revenues received; performs internal review of customer services activities and cash management procedures.
- Develops and implements policies and procedures regarding revenue management and customer service activities; responds to and resolves citizen inquiries and complaints.
- Provides training to departmental and operational staff regarding the CCSD's financial reporting policies, procedures and reporting capabilities.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Prepares and directs the preparation of a written correspondence, reports, procedures, resolutions and other materials.
- Maintains and directs the maintenance of working and official departmental automated and manual files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Monitors works to ensure that funds and staff time are used effectively and efficiently; analyzes workflow assignments, priorities and staffing levels and makes adjustments when required.
- Oversees preparation of the CCSD's Comprehensive Annual Financial Report (CAFR); prepares resolution amending the CCSD's Annual Appropriation as required.
- Prepares and presents written and oral financial reports for the General Manager and Board of Directors.
- Prepares or supervises the preparation and filing of a variety of reports as required by law or as requested by the General Manager or Board of Directors.
- Coordinates the preparation of the annual financial statements and manages the year-end financial audit program.
- Serves as a resource for department personnel, CCSD staff, other organizations, and the public; coordinates pertinent information, resources, and other work teams necessary to support a positive and productive environment.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, CCSD management and staff, and the public.
- Conducts complex research on a variety of matters as directed by the General Manager

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Principles and practices of public agency or private sector financial management, including general, fund, cost, and governmental accounting, auditing and financial control functions.
- Principles and practices of public agency or private section budget development with a willingness to learn public agency processes.
- Administer sound financial management policies and procedures.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Principles and techniques of managing investments.
- Principles and practices of employee supervision, work planning, assignment, review and evaluation, training, and staff motivation.
- Basic public administration policies and procedures.
- Applicable federal, state, and local laws, codes, regulations, and standard accounting practices regarding public agency accounting operations, including those related to investments, purchasing, utility billing, and financial record keeping and reporting.
- Standard office practices and procedures, including the use of standard office equipment.

- Techniques for effectively representing the CCSD in contacts with governmental agencies, community groups, and various business, professional, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public and CCSD staff, in person and over the telephone.
- Planning, organizing, administering, coordinating, reviewing, evaluating and participating in a comprehensive public agency financial management program.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Planning, organizing, assigning, coordinating, supervising and evaluating the work of assigned staff.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Analyzing complex accounting and fiscal issues, recommending resolutions and preparing reports based on this analysis.
- Verifying the accuracy of financial data and information.
- Presenting complex information orally and in writing in an easy-to-understand way for employees, community groups, and decision-makers.
- Managing complex projects, on time and within budget.
- Interpreting, applying and explaining complex laws, codes, regulations, and ordinances.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relations with those contacted in the course of work, both inside and outside the organization, including public "stakeholder" groups.
- Working in a team atmosphere and participating on a variety of departmental and CCSD-wide committees to enhance the provision of all CCSD services.

### **PROFESSIONAL EXPERIENCE AND REQUIRED QUALIFICATIONS**

- Successful candidates will have a Bachelor's degree in accounting, finance business administration or a closely related field highly preferred
- At least five years of professional finance experience, including three years at an administrative, supervisory, or management level, preferably in a governmental or public agency setting.
- A Master's degree in a related field and/or certification as a Certified Public Accountant in the State of California is highly desirable.
- Must possess a valid California class C driver's license and maintain a satisfactory driving record.