

Mountain House Community Services District

Assistant Finance Director

Filing Period: March 6, 2018 – April 3, 2018

Salary Range: \$93,829 - \$114,067

Plus generous benefits package



The Opportunity

This management-level position is unrepresented and will be filled as part of the District's succession planning as the assistant to the Administrative Services Director in the overall administration of the Department. The Department of Finance oversees the financial and business aspects of running the Mountain House Community Services District, administers public funds, and maintains the District's financial records. The MHCSO operates a full-service municipality and may consider incorporation as a general law city over the next several years.

Examples of Duties

- Maintains compliance with District policies, internal controls, GASB rules, GAAP and general best practices in financial management; Conducts internal audits of any financial functions as necessary.
- Responsible for the accurate preparation of fiscal records, reports and accounts for all financial funds, payroll, utility billing, fixed assets, capital projects and grants.
- Oversees all payments and disbursements on behalf of the District and all its departments.
- Manages the annual external audit. Is responsible for the compilation and submission of the Comprehensive Annual Financial Report (CAFR).
- Participates in the preparation of the District's annual budget, strategic plan, and a variety of financial reports and statements. Prepares long range analysis and cost studies of revenues, expenditures, and bond issue requirements.
- Serves as District liaison to external agencies for cooperatively funded projects.
- Analyzes, recommends, and assists in installing new or modified fiscal and management systems, forms, procedures, and other financial and accounting matters.
- Assists with development and compliance monitoring for competitive solicitations and other forms of procurement.
- Assists with procurement of grants and grant funding audits.
- Responsible for ensuring proper and prompt payment for all goods and services. Serves as secondary controller.
- Participates in developing department goals, objectives and systems.
- Manages the selection, training, development, motivation, discipline and evaluation of Finance employees.
- Acts on behalf of the Administrative Services Director in his/her absence.

Qualifying Experience and Licenses

Demonstrated knowledge, skills, and abilities required in managing the Department of Finance normally obtained through a bachelor's degree and three to five years' accounting, finance, business administration, or public administration experience; or a Master's degree in accounting, finance, business administration or public administration and two years' experience in the accounting, finance, business administration, or public administration field; or seven years of experience in the accounting, finance, business administration, or public administration, or any similar combination of education and experience.

LICENSES: CPA Certification is highly preferred. A valid California Class C driver's license is required.

Benefits Package

The MHCSD offers an excellent benefits package including medical, dental, vision, 457 deferred compensation, retirement, life insurance, paid holidays and sick leave. Sick leave conversion and relocation expenses are negotiable dependent on qualifications.

Candidate Selection

Each candidate's experience and qualifications will be evaluated based on information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information that the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process and interview. A final interview of the top candidates will be conducted for final selection.

Filing Instructions

Qualified candidates are invited to submit a statement of interest, a completed District application, and the applicant's resume detailing education completed, positions held, current salary and special qualifications. Resume should include the following:

- Information required to determine if the candidate meets the Qualifying Experience, Licenses, and Desirable Qualifications sections of this recruitment announcement.

Please submit resume, cover letter, District application and resume to the following e-mail address: nadamo@sjgov.org by 5:00 pm on April 3, 2018. Indicate the position title of Assistant Director of Finance in the subject line of your e-mail. Electronic submittals are preferred but hard copy submittals will also be accepted at the following address:

230 S. Sterling Drive, Suite 100
Mountain House, CA 95391

Questions

Contact:

Nicole Adamo

Mountain House Community Services District

209.831.2300

nadamo@sjgov.org

Desirable Qualifications

- Extensive experience in Finance and Accounting with emphasis on GASB rules and GAAP..
- Demonstrated ability to work effectively with senior management, elected officials, other legislative bodies, and the public.
- Experience with problem solving and analysis; must be able to dissect, evaluate and understand complex financial problems including pattern identification, obfuscated transaction analysis and ledger correction. .
- Administrative experience in performing Finance business practices in an efficient and effective manner.
- Experience in, or knowledge of, organizational analysis techniques required to identify and consolidate functions and to assess systems and personnel resources required to carry out such functions.
- Demonstrated experience in public relations and human resources management.
- Experience working with professional organizations in the Finance arena, such as the California Society of Municipal Finance Officers.
- Strong leadership skills, demonstrated by the ability to influence, motivate and challenge people to implement strategies, achieve objectives, and demonstrate core values.
- Strong communication skills, orally, electronically and in writing as appropriate.
- Ability to exercise sound judgment in cases of ethical uncertainty and to comply with the District Code of Ethics.
- Demonstrated strength in time management.
- Demonstrated strength in project management; must be able to successfully implement and use best practices in governmental financial management.
- Must be able to apply and qualify for the GFOA Certificate of Achievement in Financial Reporting Award.
- Must be able to build and maintain collaborative relationships among all departments in the District, with other District stakeholders, as well as state and federal officials.
- Ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or Boards of Directors.
- Ability to work with mathematical concepts such as arithmetic, algebra, logical functions and statistics.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

MOUNTAIN HOUSE CSD IS AN EQUAL OPPORTUNITY EMPLOYER