



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Chief Financial Officer
Department: Administrative Services
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: January 2016

JOB SUMMARY

To plan, organize, direct and review the activities and operations of finance, accounting, information technology, human resources and risk management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the General Manager.

Exercises direct supervision over assigned management, supervisory, professional, technical and administrative support personnel.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures
- Coordinate department activities with those of other departments and outside agencies and organizations.
- Oversee annual audit with outside auditors.
- Direct the billing of grant projects and preparation of related financial information and reports.
- Review investment strategies, cash flow management, and related reporting requirements.
- Coordinate budget issues and strategies with the General Manager; direct and oversee coordination and preparation of annual budget document.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures..
- Develop, implement, and oversee maintenance of all procedures and systems of finance, accounting and payroll administration for the District.

- Oversee preparation of monthly financial statements, comparisons to budget reports, and expenditure lists for Board review and approval.
- Prepare highly complex financial reports for the General Manager and Board of Directors as required.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Attend meetings and serve as staff to General Manager.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Principles of business administration, management, supervision and program planning.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Financial management information systems.
- Governmental budgetary practices and procedures, including General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Principles and practices of investing and portfolio management.
- Principles and practices of the utility industry.
- Data processing accounting systems and applications.
- Cost and tax accounting; inter-governmental appropriations or subventions (fund accounting).
- Laws and regulations pertaining to 1911 and 1915 Bond Acts.
- Human resources management principles; employment laws and practices; FLSA, TITLE VII, FMLA, CFRA, PFL, COBRA, and Workers' Compensation law requirements; and labor negotiations procedures.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

2. Ability to:

- Plan, direct and control the administration and operations of the department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

- On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weights of 50 pounds or less.
- Prepare clear and concise reports on complex financial and accounting matters.
- Successfully develop, control and administer departmental budget and expenditures.
- Hire, train and direct staff; provide leadership; gain cooperation through discussion and persuasion.
- Understand, interpret, apply and explain laws, regulations, policies and professional practices.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate clearly and concisely, both orally and in writing.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Understand and apply relevant technology.

EDUCATION AND TRAINING REQUIREMENTS

1. Knowledge and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, economics, public or business administration, or a related field.

Experience: Six (6) years of increasingly responsible experience in administering the fiscal operations of a public agency or private organization, including three years of administrative and management responsibility. Utility experience preferred.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Certificated Public Accountant preferred.

WORKING CONDITIONS

Work is performed in a typical temperature controlled office environment subject to typical office noise and conditions. Position requires working beyond normal business hours, attendance at evening meetings and/or weekend work and the ability to travel. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by 

Date: 01/15/2015

Classified by: 

Date: 01/15/2015

Approved by: 

Date: 01/15/2015