

## **FINANCE MANAGER / CFO**

Carmichael Water District is accepting applications for the Finance Manager (Chief Financial Officer, CFO) position. Please read the details of the position and how to apply below.

### **NUMBER OF POSITIONS TO FILL:**

One (1)

### **CLOSING DATE:**

Open until filled. First review of application will be on Tuesday November 1, 2022.

### **ANNUAL SALARY RANGE:**

\$135,584.18 - \$164,803.60 annually

\$65.1847 - \$79.2325 hourly

### **DESCRIPTION:**

Under general/administrative direction from the General Manager, the Finance Manager is the District's chief financial officer responsible for the overall financial success of the organization and implement strategic, operational and financial strategies to grow revenues, contain costs, and maintain the highest level of clinical quality care. The Finance Manager is the Treasurer of the District and coordinates assigned activities with other departments and outside agencies, and provides highly responsible and complex administrative support to the General Manager.

This position plans, organizes, directs and reviews the activities and operations of the Finance Department including overseeing: accounting, billing, customer service, purchasing, and budget. This Finance Manager will also provide organizational oversight of all financial planning, operating strategies and financial outcomes and forecast the physician group activity and financial positions in areas of income, expenses, and earnings based on past, present and expected operations.

### **DISTINGUISHING CHARACTERISTICS:**

This is an exempt position in the Finance Department performing a full range of duties at a high level of independence. Distinguished from other classes within the department by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made, and the level of experience.

The Finance Manager will have demonstrated knowledge in both professional level accounting and budget preparation; with a sufficient background to review or train staff in professional and

technical level of assignment. This position requires leadership or supervisory experience of specialized staff in the area of assignment

### **Education, Experience and Certification**

#### *Required:*

- A Bachelor's Degree from an accredited college or university with major course work in Business Administration, Finance, Accounting or a closely-related field.
- Minimum of five years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations that includes performing financial analysis, accounting and budgeting.
- Three years of managerial or supervisory experience in a public agency.

#### *Desirable:*

Any equivalent combination of education and experience which provides the knowledge and abilities necessary to perform the work – for example:

- Master's Degree (MBA/MPA) from an accredited college or university in Business, Public Administration, Finance, Accounting or a closely-related field.
- Six or more years of broad and extensive experience in a management position responsible for the formulation and implementation of programs, budgets and administrative operations that includes performing financial analysis, accounting and budgeting.
- Four or more years of increasingly responsible supervisory experience related to financial, business and customer service programs and functions.

### **LICENSES**

- Possess a valid State of California Class C driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.
- Certified Public Accountant (CPA) license is highly desirable.

### **BENEFITS:**

This District provides a competitive benefits package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Leave, CalPERS Retirement Plan, Life and Disability Insurance.

<https://carmichaelwd.org/wp-content/uploads/2022/08/CWD-Benefits-Summary.pdf>

**APPLICATION REQUIREMENTS:**

To be considered for this challenging and rewarding career opportunity, please the following documents. Resumes should reflect years and months of positions held.

- Cover Letter
- Resume
- District Employment Application

Please send your materials to:

Human Resources  
Carmichael Water District  
7837 Fair Oaks Blvd.  
Carmichael, CA 95608

Materials may also be submitted electronically to [hr@carmichaelwd.org](mailto:hr@carmichaelwd.org).