



SCOTTS VALLEY
WATER DISTRICT

Career Opportunity

Position: Finance and Customer Service Manager

Salary Range: \$8,750 - \$11,500 monthly

Posted: February 1, 2018

Closing Date: Apply Immediately. This position is open until filled. First review of applications will occur **not later than February 15, 2018**

Are you interested in joining an agile team that innovates and delivers vital services on behalf of a supportive community? Scotts Valley Water District serves as a regional leader in sustainable water management and is the trusted source of high-quality water for our local community. If you seek and embrace change, believe in working and playing hard, and have the ability to offer ideas and see them through, we want to meet you.

Scotts Valley located amidst the redwood forests in the western Santa Cruz mountains is a small suburban community with a proud link to its past. A gateway to high tech and natural wonders, it is just 30 minutes from San Jose's Silicon Valley and six miles from beautiful Santa Cruz beaches. Scotts Valley offers a thriving community with small town values, excellent schools, low crime rates, a mild climate and lovely residential neighborhoods. The community places a high value on livability, innovation and planning for the future and the Scotts Valley Water District is proud to play a vital role in supporting those efforts by providing a reliable, high quality water supply.

The Finance and Customer Service Manager is an executive level at-will exempt position that provides leadership and maintain oversight for diverse and complex functions related to financial and customer service activities. Under general direction from the GM manages the Finance and Customer Service Division with primary responsibility for the effective operations of the finance, accounting, payroll, utility billing and customer service functions of the District.

Minimum Qualifications:

Knowledge: Principles and methods of financial analysis in development and monitoring of budgets, projections, and investments; Generally Accepted Accounting Principles (GAAP) and/or Governmental Accounting Standards Board (GASB); principles of banking and investments, risk management, purchasing and payroll; general practices of establishing goals and planning work; staff supervision, motivation and evaluation; customer service procedures including billing, collections and recordkeeping; principles and practices of policy development and

implementation; pertinent regulatory framework; computer applications related to financial and business services.

Skills: Organizing own work and work of a team; setting priorities and making decisions independently with a maximum accuracy despite frequent interruptions; performing complex accounting and financial analysis.

Abilities: Quickly learn policies and procedures; adapt to and embrace change; lead and inspire a diverse team of professionals; act in an advisory capacity to the executive team and Board of Directors.

Education and Experience: Any combination of experience and education that has produced the necessary knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications would be:

Experience: Seven to ten years related experience with demonstrated progressive responsibilities. At least two years of it must include the supervision of a professional staff in financial analysis and accounting.

Education: Bachelor's degree in accounting, finance, public administration or related field. Additional related education may be substituted for experience or experience might be substituted for education.

Desirable Qualifications: Familiarity with governmental accounting and prior work experience at a public agency or water utility.

License or Certification: Must possess and maintain a valid California Driver's License and a safe driving record. Certified Public Accountant license is desirable.

Other Requirements: Must take part in all safety and training programs for staff, must have sufficient eyesight to read standard text on paper and computer screen, must have acute hearing, must be able and willing to lift, drag and push files and records weighing up to 25 pounds.

Selection Procedure: To be considered for this position, please submit via email (employment@svwd.org) a detailed resume and a compelling cover letter that describes 1) what makes you a good fit for this position and our team, 2) what differentiates you from other candidates, and 3) why did you choose us, the Scotts Valley Water District, as a potential employer.

All submissions will be acknowledged and reviewed and those candidates presenting the most relevant qualifications for the position will be invited to continue in the selection process.

All offers of employment are contingent on proof of a good driving record and successful completion of a District paid physical. The District paid physical examination includes physical abilities testing as appropriate for the position and drug and alcohol testing as required for safety sensitive classifications.

Salary - Dependent on qualifications.

Appointment –Any candidate selected may be required to pass a pre-employment medical exam administered by a District-selected physician before hire. Candidates must present documentation verifying authorization to work in the United States.

The Finance and Customer Service Manager is an at-will exempt positions. At-will positions are employed through employment agreements and not subject to the terms of the Scotts Valley Water District Employees Union Memorandum of Understanding. As such, they are not governed by the step salary range schedule but are compensated based on their qualifications, performance and market benchmarking.

Benefits:

- Sick Leave - 12 days a year
- Holidays - 12.5 days a year
- Vacation
- Administrative Leave
- Medical, Dental, and Vision Insurance coverage is provided for employee and eligible dependents
- Life and Accidental Death & Dismemberment (AD&D) Insurance
- Supplemental Life Insurance
- California Public Employee Retirement System (CalPERS) - New Members 2% at 62 / Classic Members 2% at 55
- 457 Deferred Compensation
- Tuition Reimbursement
- Employee Assistance Program
- AFLAC Supplemental Insurance plans.