



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Director of Finance and Administration
Department: Administrative Services
Supervised By: General Manager
FLSA Status: Exempt
Revised as of: January 2025

JOB SUMMARY

The Director of Finance and Administration serves as the Chief Financial Officer (CFO) for the Tahoe City Public Utility District. This position is responsible for planning, organizing, directing and reviewing the activities and operations of finance, accounting, information technology, human resources and risk management; coordinating assigned activities with other departments and outside agencies; and providing highly responsible and complex administrative support to the General Manager and to the Finance Committee as appointed by the District Board of Directors.

The incumbent in this role will be considered for appointment as the District's Treasurer and/or Accountant by the Board of Directors. As the District Treasurer and/or Accountant, the incumbent would be responsible for carrying out the duties provided in California Public Utilities Code Section § 16112 and such further duties as imposed upon them by the Board of Directors.

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.

Finance and Accounting:

- Develop, plan and implement department goals and objectives; recommend and administer policies and procedures to ensure accuracy, compliance, and timely reporting.
- 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.
- Develop, implement, and oversee maintenance of all procedures and systems of finance, accounting and payroll administration for the District.

Budgeting and Financial Planning:

- Lead the District's annual budget process, ensuring alignment with strategic priorities.
- Direct and oversee coordination and preparation of annual budget document.
- Oversee preparation of monthly financial statements, comparisons to budget reports, and expenditure lists for Board review and approval.
- Collaborate with other departments to provide financial guidance, analysis, and budgetary oversight.
- Prepare highly complex financial reports for the General Manager and Board of Directors as required.
- Monitor District's annual budget and coordinate with the General Manager on budget strategies and issues.

Risk Management:

- Actively engage with the District's insurance provider (ACWA JPIA) to develop, implement, and maintain risk management guidelines and best practices to mitigate financial exposure and ensure compliance with industry standards.
- In coordination with the Senior Management Team, develop, plan, and implement risk management policies and practices to safeguard the District's assets and employees.
- Monitor and evaluate internal controls, ensuring they are effective and aligned with the organization's risk strategy.
- Oversee insurance programs and manage relationships with external providers to ensure appropriate coverage.
- Oversee the conducting of risk assessments by the Accounting Manager, Human Resources Manager and Financial Analyst to identify potential risks across all areas of operations, including financial, legal, regulatory, environmental, and safety risks.
- Oversee the development of key performance indicators (KPIs) by the Accounting Manager, Human Resources Manager, and Financial Analyst to monitor the effectiveness of risk management programs and practices.
- Actively participate as a member of the Risk Management Committee.

Information Systems & Technology (IT):

- In coordination with the Senior Management Team, develop, plan and support implementation of IT goals and objectives.
- Oversee the District's IT function, ensuring that technology systems, infrastructure, and data management solutions support the District's needs.
- Develop IT policies and strategies to enhance operational efficiency and security.
- Manage relationships with external IT service providers and ensure systems are secure and up to date.

Human Resources (HR):

- Oversee the District's HR function, including talent acquisition, performance management, compensation, benefits, and employee relations.
- Ensure compliance with state and federal labor laws and regulations.

- Promote a culture of equity, diversity, and inclusion.
- In coordination with the Senior Management Team, develop, plan and implement organizational development and succession planning initiatives.

Additional Essential Functions:

- Provide staff assistance to the Finance Committee and to the General Manager; prepare and present staff reports and other necessary correspondence; attend monthly Finance Committee meetings; report to the General Manager and Board of Directors regarding Committee recommendations; attend District Board meetings.
- Direct, oversee, and participate in the development of the Finance and Accounting Department's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Perform short-range and long-range planning.
- 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

- Undertake special projects and assignments as assigned by the General Manager.
- Follow and enforce rules and regulations.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE

A successful candidate for this position must have possession of the following knowledge:

- 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 utility industry financial management.
- 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.
- Public utility rate setting laws, principles and practices.
- Risk management principles and practices.

- IT infrastructure and systems.
- Information security and data protection practices.
- IT governance and policy development.
- Human resources management principles; employment laws and practices.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

SKILLS

A successful candidate for this position must have the ability to do the following:

- Plan, direct and control the administration and operations of the department and assigned workgroups and responsibilities.
- Develop and implement policies and procedures.
- 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.
- Gain cooperation through discussion and persuasion.
- Successfully develop, control and administer departmental budget and expenditures.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply District and Department policies, procedures, ordinances, rules, and regulations.
- Understand, interpret, apply and explain laws, regulations, policies and professional practices pertaining to finance and accounting. On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and find manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Prioritize and exercise sound judgement within areas of responsibility.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Prepare clear and concise reports on complex financial and accounting matters.
- Lead, supervise, train, and evaluate assigned staff in an effective and positive manner.
- Act independently and make decisions conforming to District policies, procedures, standards, and ordinances.
- Perform all job duties in an organized and efficient manner with the ability to adjust priorities and perform multiple tasks.
- Operate and use modern office equipment including computers and applicable software.
- 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 effectively, tactfully, and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships.

EDUCATION AND TRAINING REQUIREMENTS

1. Education 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:

- A bachelor's degree from an accredited college or university in accounting, finance, economics, public or business administration, or a closely related field.
- A master's degree with major coursework in accounting, finance or related field is desirable.

Experience:

- Six (6) years of progressively responsible professional experience in administering the fiscal operations of a public agency or private organization, including five (5) years of administrative and management responsibility, preferably in the public sector.

2. Certification & Licensing Requirements

- Possession of appropriate and valid driver's license and driving record that complies with District policy.
- Possession of Certified Public Accountant (CPA) certification and/or Government Finance Officers Association Certified Public Finance Offer certification is desirable.

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:** _____

Classified by: _____ **Date:** _____

Approved by: _____ **Date:** _____