

VALLEY OF THE MOON WATER DISTRICT

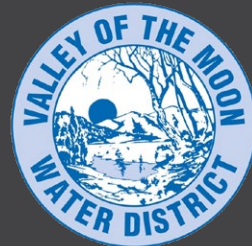
FINANCE MANAGER

A tremendous opportunity for an experienced finance professional to join a team that is a leader in the North Bay for management of water supply, delivery and operations. Valley of the Moon Water District is growing with the times and has added a finance department to help support the mission of the District. That mission supports the economic and environmental vitality of the Sonoma Valley.



THE IDEAL CANDIDATE

The ideal candidate for this role will be a collaborative team player who understands the dynamics of a small, hands-on organization consisting of five office personnel. Good communication and leadership skills are important as the Finance Manager has direct interaction with the Board of Directors in all things financial including the budget process. The District has been moving through a time of transition and the candidate that fills the newly created Finance Manager position will have the opportunity to assess processes and implement necessary changes. This assessment and change management effort will require flexibility, patience, and the ability to determine the best way to get things done with the systems available, as well as making suggestions for new/improved systems in the future. This role requires someone with deep accounting knowledge, and is more concerned with details than strategic vision. Those with a 'can-do' attitude, comfortable with ambiguity and the initiative to build programs and procedures from the bottom-up will find great fulfillment in this role.



ABOUT THE DISTRICT

The Valley of the Moon Water District originated from a collection of private mutual water companies which merged into a new, publicly managed water district. The District encompasses a significant portion of the area known as "The Valley of the Moon". This well-known phrase comes from the Native American word "Sonoma". The Native American era ended in 1823 but the name "Sonoma" remained. The City of Sonoma, adjacent to Valley of the Moon Water District, is the oldest town north of the San Francisco Bay, incorporated in 1850 and also the site of the most northerly mission of the 21 California missions.

The Valley of the Moon Water District began operations on June 1, 1962 with the acquisition of the assets of Sonoma Water and Irrigation Company and the Mountain Avenue Water System. In 1963, the District acquired the facilities of the Glen Ellen Water Company and annexed its service area.

Customers enjoy a reliable water supply from two clean sources. The District's primary source is purchased Russian River water from the Sonoma County Water Agency (SCWA). This water is pumped over 30 miles in a below ground enclosed aqueduct. The District's second source is local groundwater production, which is an important source for peak demand, emergency capacity and cost reductions. Today, the District provides high-quality drinking water to 23,077 people in a 12 square-mile area in the Sonoma Valley. The service area covers approximately 7,545 acres and includes the unincorporated communities of Agua Caliente, Boyes Hot Springs, El Verano, Feters Hot Springs, Glen Ellen, and the Temelec area of Sonoma County.

The District is also leading the region in the adoption of information technology and innovative programs that enable them to make the best possible use of water resources and strive to meet and exceed the expectations of the communities served, by providing the foundation for the continued prosperity of the Sonoma Valley. For example, the District finished replacing 100% of its water meters with Advanced Metering Infrastructure (AMI) meters in fiscal year 2020-2021. This new hardware is accompanied by a system by which customers can sign up for leak alerts or track their own use.

GOVERNANCE



The Board of Directors for the Valley of the Moon Water District consists of five (5) members elected at large to four-year, staggered terms.

The Board of Directors sets the overall goals for the District and the policies to accomplish those goals. The Board appoints a General Manager who is charged with carrying out the policy direction of the Board. The Board also appoints a Counsel, Auditor, and Board Secretary. All persons appointed to these positions serve at the pleasure of the Board. The District is supported by 15 FTEs and a FY2020/21 budget of \$7,188,147.

To learn more, go to: <https://www.vomwd.org>

DISTRICT GOALS

- » Ensure ethical behavior in the conduct of District business
- » Conduct District business in an open manner, providing information, reasons for decisions and access to the decision-makers
- » Make decisions that result in the best value to the District



THE COMMUNITY

The Sonoma Valley offers the “perfect blend” of a friendly, small-town, wine-country community that’s rich in history with the innovative & entrepreneurial culture of the San Francisco Bay Area. Sonoma Valley’s unique history and rustic scenery are among the many reasons it is a favorite destination for visitors from around the world, and at the heart of the wine-making region. Neighboring City of Sonoma was recently named the “Best Small Town to Visit in the USA”, and known for its rich cultural heritage, a prominent place in California history, and a setting of unparalleled natural beauty. Sonoma Valley’s “Mediterranean” climate makes it not only one of the world’s finest grape-growing regions, but a great place to live and work. The quality of life in Sonoma Valley goes hand-in-hand with the high level of entrepreneurship. Sonoma Valley is home to more than approximately 35,000 residents and has more than 1,300 business establishments.

In Sonoma Valley, the scenic countryside is complemented by memorable experiences offered through wineries and tasting rooms, highly rated restaurants, a PGA golf course, a world-class botanical garden and a year-round motorsports complex. Opportunities are plentiful to enjoy art, film, theater, music and outdoor activities.

OUR MISSION

It is the mission of the Valley of the Moon Water District to provide its customers with reliable, safe water at an equitable price and to ensure the fiscal and environmental vitality of the District for future generations.

GOALS

The District’s goals continue to include the evaluation of local water sources as a supplemental water source option, the continuous improvement of operations and infrastructure that increases efficiencies, while maintaining high quality drinking water and emphasizing service to our customers.

THE POSITION

This is a highly responsible supervisory position in the Finance Department of the Valley of the Moon Water District. Under general supervision of the General Manager, the Finance Manager is responsible for all financial and accounting activities of the District. The Finance Manager provides direct supervision to the Accounting Specialist and may also supervise the Administration Specialist as needed. All office positions adhere to a 9/80 schedule.



CORE DUTIES

- » Develop and monitor the District's \$5 million O&M and \$2 million Capital budgets
- » Administer construction contracts from inception through capitalization of fixed assets in concert with the Administrative Manager of the District
- » Analyze financial requirements of the District and assist with rate recommendations
- » Maintain appropriate funds for the District's CalPERS retirement obligation
- » Manage Prop 218 rate noticing requirements, rate studies in concert with the General Manager
- » Ensure District finances are performed in accordance with proper accounting principles
- » Arrange and participate in the annual financial audit
- » Coordinate banking and investment activities including maintaining appropriate signature authorization records
- » Perform data analysis using Excel and the District's billing software
- » Supervise financial staff that maintain the general ledger, accounts receivable/payable, bank transfers, payroll, customer deposits and counter support as required
- » Resolve elevated or sensitive customer service or financial issues

Why would you want to join the Valley of the Moon Water District team?:

- » The “perfect blend” of a friendly, small-town, wine-country community that’s rich in history
- » Well-managed organization with a history of sound financial decisions, and progressive solutions to water management and supply
- » Opportunity to move an exceptional organization to the next level of excellence
- » Knowledgeable, long-serving Board of Directors

QUALIFICATIONS

Individual must be able to review and interpret accounting and finance documents to ensure accuracy of information and conformance with policies, procedures, and guidelines; utilize a strong sense of financial accountability and budgetary decision-making skills; demonstrate proactive leadership and communication skills to assist the District and its staff in being a high-performance, team-based organization; develop strong interpersonal relationships with all levels of staff within the District, as well as, with the District’s customers; and work collaboratively with the General Manager and Board of Directors.

SKILLS AND ABILITIES

Knowledge of:

- » Correct English spelling and grammar
- » Government accounting and bookkeeping principles and practices
- » Office management techniques and practices
- » Office equipment such as copiers, multi-line office IP phone systems and computer programs such as: Word, Excel, Outlook, Project and Adobe.

Ability to:

- » Adhere to prescribed work schedule to conduct job responsibilities
- » Work varied hours or extended work hours in order to meet project deadlines

- » Write reports and prepare written correspondence in a clear and concise manner
- » Present oral reports and respond to questions concerning such reports
- » Read, analyze, and interpret general business correspondence, documents, technical journals, government regulations and construction plans
- » Ensure excellent customer service and working relationships with District customers, co-workers, Directors and outside agencies
- » Manage multiple projects simultaneously and ensure that objectives and timelines are met
- » Understand mathematical concepts and perform necessary computations



COMPENSATION AND BENEFITS

The hiring salary is \$8,742/month. Potential for advancement up to \$10,626/month exists dependent on performance within the organization. Salary is supplemented by an attractive benefit package that includes CalPERS retirement.

APPLICATION PROCESS

This position is open until filled. You are encouraged to apply immediately, as an appointment can be made at any time. To be considered, submit your résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues). Résumé should reflect years and months of employment, beginning/ending dates as well as size of budgets you have managed.

Please go to our website to submit your application:
<https://www.cpsshr.us/recruitment/1795>

For further information, please contact:

Pam Derby

CPS HR Consulting

(916) 263-1401

E-mail: pderby@cpsshr.us

Website: www.cpsshr.us



Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the District. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.