



San Benito County Water District

30 Mansfield Road • Hollister, CA 95023
Phone: (831) 637-8218 • Fax: (831) 637-7267

EMPLOYMENT OPPORTUNITIES

Apply Immediately – Open Until Filled

Manager, Administration, Finance & Business Services

Executive Management Group

\$155,000 - \$175,000

Position: Under general direction, plans, organizes, directs and coordinates the District's financial activities to include highly complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports, development, implementation and revision of accounting systems, procedures and internal controls, and coordination of the outside audit process; oversees accounting, information technology services, utility billing, customer service, procurement, contracts, and budget preparation, serves as Chief Financial Officer for the District, and manages the Water Office (customer service department), provides professional assistance to District management staff in areas of expertise, and performs related work as required.

Qualifications:

- Principles and practices of public agency finance and budget development, including investments, auditing and reporting functions in conjunction with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of public funds investment, cash management, banking operations and systems, analysis of complex financial statements and reports, and research and statistical evaluation of data.
- Methods and principles of management, including mentoring, counseling, work planning, evaluating, training, and corrective action.
- Applicable Federal, State and local laws, codes and regulations.
- Computer applications related to the work, including word processing, spreadsheet, database management and specific financial applications.

Education/Experience: Bachelor's Degree from accredited college or university with major coursework in economics, finance, business management, public administration or closely related field. Master's Degree in Public Administration or Business Management preferred. Seven (7) years of increasingly responsible experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance with at least five (5) years at the management/supervisory level. Experience in a public agency setting is highly desirable.

Application Instructions: The District is currently accepting applications. Application packet to include: (1) Cover letter; (2) Resume; and (3) Application for Employment (resume will not substitute for completed application). For further information, see the public salary schedule, Executive Management Group, MCP Group benefits and Job Description on our website www.sbcwd.com. For more information, please contact Human Resources 831-637-8218, ext.113 or email ctyler@sbcwd.com.