

Yolo County Flood Control & Water Conservation District  
FINANCE DIRECTOR  
Job Announcement

Yolo County Flood Control & Water Conservation District (District) invites qualified applicants to apply for the position of Finance Director. The District is an independent special district headquartered in Woodland, California with the primary mission to provide surface water for agricultural purposes in western Yolo County.

Persons in this professional-level position are responsible for accurately and efficiently performing the District's day-to-day finance and accounting duties, including creating and maintaining records, ledgers, budgets, and reports of the District's finances in accordance with Governmental Accounting Standards Board (GASB) standards. Under general supervision from the General Manager, the Finance Director assists in the administration of the District's \$7.0 million annual budget and is responsible for payroll administration, account management, and financial reporting for the District's staff of twenty-seven employees.

The Finance Director is responsible for accounts payable and receivable, assisting with budget development, grant reporting, annual audits, and filing required local, state, and federal reports. The Finance Director also handles financially related human resources tasks such as retirement plan and other employee benefit account management.

The Finance Director is responsible for supervising the Accounting Assistant and works closely with staff to track initiation and close-out of capital jobs and the related expenses and properly apportion expenses with cooperating agencies. Essential qualities of a successful applicant will include the ability to: 1) work effectively and collaborate with internal and external groups, 2) work independently and as a team member, 3) effectively present information and respond to questions from staff, management, customers, and cooperating agencies, and 4) continue professional development and update knowledge of financial technologies, accounting standards, and applicable wage regulations.

**Required Knowledge, Skills, and Abilities**

To be considered for the position, candidates for the Finance Director position must have the following knowledge, skills, and abilities:

1. Expertise in financial document preparation including budgets, financial statements, and month-end reports with cost variance analysis.
2. Ability to perform revenue and expense analysis and prepare forecast reports characterizing the impact of revenue variability on the District's budget.
3. Knowledge of payroll administration, wage law and regulations, and the ability to maintain accounts for the District's benefit programs.
4. Ability to conduct research on financial matters and present information and reports to the General Manager and Board of Directors as requested.

5. Knowledge of California State Controller's Special District Uniform Accounting and Reporting Procedures.
6. Ability to investigate and advance processes to improve District efficacy and transparency.
7. Knowledge of investment vehicles and ability to evaluate investment opportunities in accordance with the District's Investment Policy and present options to the General Manager.
8. Ability to read, analyze, and interpret governmental regulations, write reports, and business correspondence.
9. Ability to professionally handle confidential and sensitive information.
10. Supervisory experience and ability to guide professional growth of subordinates.

### **Examples of Essential Functions**

1. Performs bank reconciliations and forecasting of all District bank accounts and banking activities and investigates and resolves discrepancies.
2. Maintains accounts for depreciation of assets, job costs, grant revenues, loan payments, deferred compensation, retirement funds, dental reimbursement, life, and disability plans.
3. Assists the General Manager and other staff with the analysis, preparation, presentation, and monitoring of the District budget.
4. Coordinates details of annual outside audits of District financial records and gathers data for, and assists in, preparation of annual audit.
5. Assists the General Manager with long range financial planning, protection of District assets, and development and implementation of budget controls.
6. Supervises the accumulation of water sales, processing of invoices and tracking of water delivery, allotments, and historical data. Responsible for ensuring that accounts payable are processed accurately and in a timely fashion.
7. Completes and submits required financial reports to the State Controller's Office including Public Retirement Financial Transactions, Government Compensation Reporting, and Special Districts Financial Transactions Reporting, and Government Entity Diesel Fuel Tax Reporting.

### **Desirable Qualifications**

1. Bachelor's degree or higher in accounting, finance, business administration, or equivalent experience.
2. Nine years' experience in accounting and financial management practices.
3. Certified Public Accountant certification is desirable.
4. Expertise with accounting and payroll software (Sage 100 and ADP Workforce Now), spreadsheets, and proficiency with Microsoft Office suite software.
5. Advanced knowledge in accounting financial management principles, theory and practice including knowledge of generally accepted accounting principles in GASB environment.

A background check and substance screening are required prior to job placement.

### **Work Environment**

The Finance Director works in an office environment and is required to sit and/or stand for extended periods of time at a computer workstation. The Finance Director must regularly lift and/or move objects up to 10 lbs. This is a full-time position based on a forty-hour workweek, with occasional extended hours necessary. A hybrid work from home schedule may be available after initial training.

### **Compensation and Benefits**

The District offers a competitive salary commensurate with the selected applicant's experience and qualifications, and a generous benefit package. The expected salary range is: \$115,000-\$140,000. This is an at-will, exempt position.

The District's benefit package includes medical, life and vision insurance, dental expenditure reimbursement, 403(a) retirement contributions, 457(b) deferred compensation match, flexible spending account, employee assistance plan, paid holidays, sick leave, and vacation.

### **To Apply**

Qualified candidates are encouraged to apply by submitting a cover letter and resume via email Jennifer Reed at [jreed@yfcwcd.org](mailto:jreed@yfcwcd.org)

The deadline to apply is **5 p.m. February 26, 2024.**

### **Job Posting Statement**

Yolo County Flood Control & Water Conservation District prohibits discrimination based on race, color, religion, gender, national origin, age, disability, veteran status, marital status, pregnancy, gender expression or identity, sexual orientation, or any other legally protected status.