



Humboldt Community Services District Seeks a Finance Manager

Dedicated to providing high quality, cost effective water and sewer service for our customers



WHO WE ARE

Founded in 1952, Humboldt Community Services District (District) proudly serves the residential and commercial water and sewer distribution needs of the unincorporated communities surrounding the City of Eureka commonly referred to as Cutten, Myrtle town, Rosewood, Pine Hill, Humboldt Hill, Freshwater, Mitchell Heights, King Salmon and Fields Landing. With 20 employees and a current annual operating budget of \$10.8 Million, the District provides essential services necessary to support operations including, accounting, billing, construction, customer service, engineering, maintenance and planning. The District derives all of its revenue from water and sewer sales, with little or no State or Federal funding.

WHERE WE ARE

The District is situated along the spectacular Northern California coastline 280 miles north of San Francisco. Humboldt County is one of California's best kept secrets. The District's boundaries surround the City of Eureka's city limits, bordered on one side by the beautiful and functional Humboldt Bay, and on the other by mountains lush with giant redwoods, rivers and outdoor activities.

APPLICATION AND SELECTION PROCESS

This position shall remain open until filled. The deadline to submit required application and support documentation is April 20, 2020. The District intends to fill the position by May 30, 2020.

To be considered for this position, candidates must submit a fully completed and signed District application, resume with salary history, three work-related references, and a cover letter explaining how you meet the profile to: [Humboldt Community Services District, Attn: Human Resources, 5055 Walnut Drive, Eureka, CA 95503](#) Application packages may also be faxed confidentially to (707) 443-1490 or via email to bfranklin@humboldtcsd.org.

Only candidates with the most relevant qualifications will be invited to participate in the selection process.

Selection Procedures: After the final filing date of April 20, 2020, application packets will be reviewed. Candidates with qualifications best meeting the needs of the District will be invited to participate in an interview process. The District will make the final decision regarding a candidate's eligibility. All applicants will be notified by email or regular mail regarding further participation in the selection process. Travel costs are at the applicant's expense. Applicants considered for appointment will be required to undergo a thorough background investigation.

EQUAL EMPLOYMENT OPPORTUNITY/REASONABLE ACCOMMODATION:

The HCSD is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, ancestry, gender, marital status, sexual orientation, age, disability or on any other non-merit factors in its process of recruitment, selection, promotion, or other conditions of employment. In accordance with the Immigration Reform Act of 1986, the HCSD must verify, once an employment offer has been made, that all persons have written proof of their right to work in the United States. All potential District employees must complete a required pre-employment physical examination, and have a satisfactory driving record.



Humboldt Community Services District (HCSD)
P.O. Box 158, Cutten, CA 95534
5055 Walnut Drive, Eureka, CA 95503

Tel: (707) 443-4558
Fax: (707) 443-1490
website: www.humboldtcsd.org

OVERVIEW OF THE POSITION

Under the direction of the General Manager, the Finance Manager plans, organizes, and directs the financial accounting and related administrative functions within the Customer Service Department. This position is responsible for budgeting, accounting, and utility billing, maintaining computerized information systems and maintaining excellent customer services. The Finance Manager also serves as the Treasurer for the District.

TYPICAL DUTIES AND RESPONSIBILITIES

Plans, organizes and manages District finances, accounting, investment, payroll, and related administrative activities; assists the General Manager with long range financial planning, protection of District assets, and maintenance of internal budget controls; assists in the development of the District budget; develops and maintains a fully integrated financial management information system, insuring the availability of necessary financial and statistical information; develops and maintains District computer network/intranet, including periodic updates in hardware, software, and operating systems; handles extraordinary customer situations and/or customer service problems; provides records management; performs special analytical studies; coordinates with outside audits related to District financial records; investigate and enforce regulations on illegal water and sewer connection.

IDEAL CANDIDATE

A seasoned financial manager and highly resourceful leader with strong knowledge of special district government accounting practices. This innovative professional will be highly analytical and possess strong problem-solving, personnel management, and negotiating skills. The Finance Manager will work in close partnership with the General Manager and bring a demonstrated track record of sound fiscal management and integrity.

The Finance Manager will have attained stature and credibility by industry knowledge, competence, and successful experience. The following are vital skills and competencies that the ideal candidate will demonstrate: knowledge of principles of supervision, training, and management • personnel administration, affirmative action, employer-employee relations • computerized management information and fiscal systems • personal computer, computer network and application software operation • principles and practices of auditing, budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls • laws, rules, and ordinances controlling District financial functions and operations • ability to plan, organize, coordinate and direct customer service, management information system and financial functions of the District • provide supervision, training, work development and evaluations for support staff • prepare and/or oversee the preparation of financial reports, statements and maintenance of ledgers and journals • transfer funds electronically • conduct performance audits on district services and functions • communicate well both in writing and during public presentations.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possess a broad and extensive work experience in performing financial analysis, accounting, management of information systems, budgeting, and risk management. Have at least five years of experience in a management or supervisory capacity. Obtained education equivalent to college graduation with a Bachelors Degree in Finance, Accounting, Business, or Public Administration.

COMPENSATION AND BENEFITS

The Finance Manager position is a full-time, at-will, salary exempt, position.

Salary— The five-step schedule range during Fiscal Year 2019/2020 is \$6,541 to \$7,952 per month

Retirement— Qualifying PERS Classic Members contract is 2% at 55 and employee pays their contribution of 7%. New PERS Members or previous Classic Members with a break in service of 6 calendar months or greater (PEPRA) are 2% at 62, and the current 6.75% employee contribution is paid by the employee. For PEPRA employees, the contribution may change with each fiscal year to be at least 50% of the normal cost rate as determined by PERS.

Insurance—District paid coverage for employee consists of medical (Blue Cross HMO), dental, vision, life, AD&D, Long and Short Term Disability. Dependent coverage available with co-pay.

Leave—Paid vacation accrues per pay period commensurate with service time; 12 holidays/year; 12 sick leave days/year with unlimited accrual; 5 days/year of administrative leave.

Other—Deferred compensation plan (457) available

Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control the benefit programs