



CFO/ADMINISTRATIVE SERVICES MANAGER

Monterey Peninsula Water Management District

Salary: \$154,852 - \$188,223 Annually DOE/DOQ

Deadline to Apply: Friday, October 20, 2023 @ 11:59 PM (PST)

THE POSITION

Are you an experienced, forward-thinking, collaborative, and results-oriented financial professional looking for a unique opportunity to support the public good? If so, the Monterey Peninsula Water Management District welcomes you to apply to be the next Chief Financial Officer/Administrative Services Manager.

The District is seeking an individual to direct, supervise, and coordinate programs and activities within the Administrative Services Division including finance, information technology, human resources, risk management, vehicle fleet operations, and facility maintenance; to coordinate with other divisions and outside agencies, and to provide highly responsible and complex administrative support to the General Manager. Chief duties include managing District finances and financial activities, recommending and administering financial policies and procedures; determining investment options for District funds, overseeing and participating in the development and administration of the District's annual budget; forecasting funds needed for operations; and monitoring and approving purchases and expenditures. This position is responsible for managing and participating in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommending and administering policies and procedures, monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; and recommending appropriate service and staffing levels. The CFO acts in a fiduciary role for the District, and traditionally serves as Treasurer to the Board of Directors. The incumbent must be bondable.

Regional Government Services and its staff are conducting the recruitment on behalf of the Monterey Peninsula Water Management District

For more detailed information about this exciting opportunity, please click the link below:

https://www.rgsipa.org/wp-content/uploads/2015/09/CFO-MP-WMD.Final_.pdf

QUALIFICATIONS

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

Education and Experience:

Five (5) years of increasingly responsible professional finance, accounting, or audit experience including three (3) years of administrative and supervisory responsibility. Related experience within a public agency is desirable.

Training

Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a related field. MBA or CPA a plus, but not a prerequisite.

Other

Membership or familiarity with CSMFO, MFOA, GFOA a plus.

Additional requirements:

Certificates, Licenses, Registrations:

Possess and maintain a valid California Class C Driver's License.

APPLICATION PROCESS AND SELECTION PROCEDURE

Deadline to apply: Tuesday, September 5, 2023, at 11:59 PM PST.

To be considered for this exciting opportunity apply at: <https://bit.ly/MPWMD-CFO-ASM>

Applications must be submitted on-line through the applicant tracking system to be considered.

Materials must be complete and clearly indicate the candidate meets the minimum qualifications. Incomplete, late, emailed, and faxed applications are not accepted. Resumes are not considered in lieu of the required employment application.

Applicants are required to submit a cover letter and a current, focused resume along with a completed application and supplemental questionnaire.

Minimum Qualification Assessment – (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education requirements.

Remote Screen Interview - (100%) Candidates who pass the application assessment may be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position.

Hiring Interview - The most qualified candidates from the remote interview process will be submitted to the District for consideration for final selection by the Executive Manager.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to Barbara Duncan at bduncan@rgs.ca.gov.

Neither Regional Government Services nor the Monterey Peninsula Water Management District are responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing bduncan@rgs.ca.gov.

The Monterey Peninsula Water Management District is an Equal Opportunity Employer.