



BELLA VISTA WATER DISTRICT

11368 E. STILLWATER WAY • REDDING, CALIFORNIA 96003-9510
TELEPHONE (530) 241-1085 • FAX (530) 241-8354

Job Announcement Administration and Finance Manager

The Bella Vista Water District is pleased to announce its recruitment for the position of Administration and Finance Manager. This position offers a unique opportunity with an established public water agency located on the east site of Redding California.

IDEAL CANDIDATE

We are seeking a highly motivated self-starter to implement the District's goals and objectives. The position is an exempt managerial classification. The successful candidate will work directly with the management team in the overall planning, administration and management of the District.

The ideal candidate will be an individual with training, demonstrated experience and knowledge in administration and finance, leadership, supervisory and fiscal management skills. The selected individual will be expected to continue a tradition of positive employee relations and possess excellent communication and customer relations skills, as well as a demonstrated track record of teamwork, integrity and success.

Job Title: Administration and Finance Manager
Compensation Range: \$89,000 – 98,000, DOQ, exempt position
Full-Time: 9/80 Workweek (every other Friday off)
Benefits: Vacation, Sick, Floater, and 7 days of Annual Administrative Leave
Twelve (12) paid holidays, annually
Medical, Dental, and Vision insurance. Medical benefit for employee plus dependents up to \$1,750.00 per month then cost-shared 50/50 thereafter
Life insurance policy
CalPERS Retirement Plan which includes retirement health insurance
457 Deferred compensation plans

Organization size: 25 Employees
Reports to: David Coxey, General Manager
Location(s): 11368 E. Stillwater Way, Redding, CA

To Apply: Please submit cover letter, application, resume and three (3) professional/business references to: Bella Vista Water District, Attn: General Manager 11368 E. Stillwater Way, Redding, CA 96003 or electronically to dcoxey@bvwd.org

Job Overview:

This is a management position that serves under the direction of the General Manager to plan, organize, and direct budgeting, accounting, auditing, financial reporting, and administrative functions of the District.

Responsibilities:

1. Organizes and coordinates office administration and procedures for organizational effectiveness and efficiency, overseeing administrative procedures, accounts receivable, customer service, utility billing, meter reading and collections, accounts payable, purchasing, payroll and personnel matters.
2. Responsible for management of accounts payable and general ledger activities, budget administration and preparation of monthly financial statements.
3. Manages District funds and disbursements.
4. Serves as the District's Human Resources Manager on labor matters.
5. Prepares for an annual audit, which includes necessary financial reports, journal entries and required reports to assist the external auditors with governmental accounting rules and regulations.
6. Attends monthly evening Board meetings and committee and other meetings as necessary.
7. Renders decisions and provides training and direction to staff.
8. Implements systems and procedures required by District policies, federal and state statutes, and/or regulatory agencies.
9. Implements and maintains continuous audit programs for District accounts and records, including those with other agencies.
10. Performs other duties as assigned.

Qualifications:

Any combination of equivalent education and experience resulting in the acquisition of the knowledge required for the position. A typical way of acquiring the knowledge would be at least five (5) years of accounting, auditing, or financial management experience. A bachelor's degree in Accounting or Business Administration is desirable but not required.

Knowledge of:

1. Principles and practices of accounting, auditing, budgeting, financial reporting, cost accounting, taxation, revenue, management, and supervision
2. Principles and practices of human resources and office administration
3. Principles of finance
4. Computer principles as applied to accounting and financial systems
5. Governmental accounting and budgeting
6. Cash management and investments
7. Management principles and practices
8. Budgeting principles and practices
9. Risk management
10. The operation of computer systems and equipment

Standard Requirements:

Possession of a valid California Class C Driver's license with a driving record acceptable to the District's automobile insurance provider is required

Typical Physical Activities:

1. Operate District vehicles while conducting District business from District headquarters to areas within the community.
2. Must have strength and stamina sufficient to carry, push, pull, reach, and lift items up to 20 pounds, routinely.
3. Ability to sit for extended periods of time.
4. Ability to reach at above shoulder height, at shoulder height, and below shoulder height.
5. Uses office equipment such as computer terminals, copiers, and facsimile machines.
6. Ability to communicate orally in face-to-face and one-on-one settings; ability to communicate via telephone and through text messages.
7. Ability to read and distinguish numbers, ability to see well enough to read instruction sheets, and distinguish among the red, green, and amber colors of traffic signals.
8. Hearing within normal ranges.

Applications are requested by July 25, 2022. The position will remain open until filled.

Bella Vista Water District is an equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.