



**METROPOLITAN WATER DISTRICT**

**Controller**



## About The Metropolitan Water District

The Metropolitan Water District of Southern California (MWD) is a first class, state established cooperative of 26 member agencies – cities and public water agencies – that serve nearly 19 million people in six counties. As an innovative industry leader, Metropolitan imports water from the Colorado River and Northern California to supplement local supplies and helps its members develop increased water conservation, recycling, storage and other resource management programs. MWD maintains an annual operating budget of nearly \$2 billion, ensuring the vast water system runs smoothly, and it meets Southern California’s water demands for generations to come.

## Governance

MWD is governed by a 38-member board of directors, representing each of the district’s 26 member agencies. Each member agency is represented by one or more directors based on the assessed property valuation of its jurisdiction. Mission Statement: “The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.”

- 26 Member Agencies
- 19 million people in service area
- 1.5 billion gallons of water delivered daily
- 5 treatment plants
- 830 miles of pipeline
- \$1.6 billion invested in local resources
- 88 recycling projects
- 28 groundwater recovery projects

To learn more about MWD, go to: <https://www.mwdh2o.com/>

## Metropolitan’s Strategic Priorities

Five strategic priorities shape the General Manager’s Business Plan to drive new initiatives toward organizational improvements and overall resilience:

- Empower the Workforce and Promote Diversity, Equity, and Inclusion
- Sustain Metropolitan’s Mission with a Strengthened Business Model
- Adapt to Changing Climate and Water Resources

- Protect Public Health, Regional Economy, and Metropolitan’s Assets
- Partner with Interested Parties and the Communities We Serve

Metropolitan’s biennial budget for FY 2023/24 and FY 2024/25 reflects 1,929 regular full-time employees, including 22 new regular full-time positions to support Board initiatives of Diversity, Equity & Inclusion (DEI) and Equal Employment Opportunity (EEO), as well as other critical District needs.

The District’s headquarters are in downtown Los Angeles and about half of Metropolitan’s employees work at headquarters. The other half work at field facilities including pumping plants, reservoirs, and water treatment plants.

Most Metropolitan employees are represented by the American Federation of State, County, and Municipal Employees (AFSCME), Local 1902; the Management and Professional Employees Association (MAPA), Local 1001; the Supervisors Association; and the Association of Confidential Employees (ACE).

## The Position

The Controller is responsible for managing and supervising all accounting functions. Areas of responsibility include payroll, accounts payable, accounts receivable, cost and financial reporting, accounting, plant and property accounting, general ledger accounting and ensuring the timely and accurate reporting of the District’s financial information and compliance with all applicable administrative, accounting and financial standards. The position manages a staff of 36 with five direct reports and is mandated by the Metropolitan Act, Section 80, and signs all bonds issued by the District.

### **Duties include but may not be limited to the following:**

- Develop the section's business plan consistent with the CFO's Business Plan, including milestones and performance metrics; develops and monitors section budget.
- Direct the preparation of the monthly, quarterly and annual financial reports, including the Annual Financial Report and the Annual Comprehensive Financial report.
- Direct the development and modification of District's accounting and reporting systems in conformance with governmental GAAP, and management requirements to provide a timely, accurate and consistent basis for recording and reporting the District's financial activities.
- Direct accounts payable and payroll activities, including evaluating controls, process improvements, and assuring appropriate resource allocations for timely and accurate processing.
- Select and assign staff, ensuring compliance with all hiring and promotion policies and procedures; respond to employee grievances and concerns; coach and mentor employees; prepares, review and approve performance evaluations; identify employee development and training requirements.
- Perform duties reserved to the Controller under the Metropolitan Water District Act; accept declarations of intent from public agencies to make payment in lieu of taxes, prepare the annual statement of tax rates and signs District bonds; act as the official liaison between the District, the county auditors and the state.
- Direct the accounting and reporting functions for federal grants and the Center for Water Education Foundation and certain other organizations where MWD serves as trustee.

## **The Ideal Candidate**

The ideal candidate will be a resilient, collaborative, and confident leader with excellent supervisory skills; a strong communicator able to write reports with clarity and verbally articulate fiscal concepts to all levels of audiences. The Controller will work with and supervise a solid team and should have a willingness to delegate, and be a mentor, willing and able to develop staff. The selected candidate will be detail-oriented, but still able to see the bigger picture; a responsible steward for the District, partnering agencies, and leadership, who aligns decisions in support of the goals and needs of MWD's customers. The ideal candidate will have a proven track record in implementing efficiencies, allowing the District to assist the organization in achieving its financial goals.

The successful candidate will be a team builder, problem solver, and have demonstrated expertise and a solid track record performing all accounting and reporting functions, and will be a single point of contact as necessary. Excellent interpersonal skills are important to build and maintain solid working relationships based on open and respectful dialogue. The incumbent should understand the needs of staff, be supportive and be willing to roll-up their sleeves to meet deadlines.

### **Key Attributes and Characteristics**

- Experience with unique and complex fixed and capital assets, debt, cost allocation, grants, and strong in internal controls. Water billing is a plus.
- A customer service-oriented leader able to give clear and accurate assistance to MWD's 26-member agencies.
- Be a sounding board to business partners, staff, and leadership, providing guidance and direction. Solutions-oriented while still maintaining compliance to the governing rules and regulations. Adhere to codes, policies, and procedures to ensure District is on safe grounds.
- Good skills in public speaking and relationship building.
- An organized professional able to prioritize and provide accurate and timely data.
- An effective manager with a work history of working with a large, diverse staff in a large public sector organization.

## **Minimum Requirements**

- Bachelor's degree from an accredited college or university
- Fourteen (14) years of increasingly responsible relevant experience, of which four (4) years must be in a management or supervisory position

### **Or**

- An advanced degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.
- A background in public utilities, especially the water industry is helpful.

An active Certified Public Accountant (CPA) license from the State of California is required.



# Salary Range And Benefits

The salary range for this position is \$209,997-274,997

Salary is supplemented by a generous benefit package that includes:

- **Retirement:** CalPERS Classic member: 7% for classic members paid by MWD upon date of hire, formula is 2% @ 55. New member formula is 2% @ 62 (8% employee contribution).
- **Medical Insurance:** Maximum of eleven (11) medical plans provided through CalPERS (two PPO and nine HMO) available for employee and qualified family members depending on location. MWD's contribution to premium is 100% of the highest HMO between Regions 2 and 3.
- **Dental Insurance:** PPO coverage provided through Delta Dental at no cost to employee and qualified family members.
- **Vision Insurance:** PPO coverage provided through VSP at no cost to employee. Family coverage available at a monthly flat rate of \$12.18.
- **Deferred Compensation:** MWD provides 401(k) plan matching contribution of \$1 to \$1 up to 4.5% of earnings. A voluntary 457(b) plan with no match is also available to employees. Employees can elect to defer monies on a pre-tax or after-tax basis for both 401(k) and 457(b) accounts.
- **Retirement Medical Insurance:** Retiree medical coverage is provided by CalPERS to retirees based on the 10/20 vesting schedule. Employees must have 10 years of CalPERS service with 5 of the 10 years at MWD to earn 50% of the employer contribution, earning 5% for each year of service thereafter.
- **Annual Leave:** 10-25 days per year based on years of service. Consideration for prior years of local government service may be considered in determining accrual rate.
- **Holidays:** 15 paid holidays per year.
- **Sick Leave:** Up to 12 sick days per year.
- **Personal Leave:** 24 hours of personal leave.
- **Life Insurance:** Basic coverage provided by MWD for 1 times annual salary, up to \$100,000. Employees may purchase additional coverage up to a combined max of \$400,000.
- **Long Term Disability:** Basic coverage provided by District, with an option to upgrade at the employee's cost.
- **Wellness:** Annual reimbursement of up to \$200 for wellness purchases including gym membership, equipment, weight loss programs and annual screenings.
- **Other Benefits Include:** Pre-tax Health and Dependent Care Flexible Spending Accounts offered, access to employer provided credit union, and EAP.



## Application Process and Recruitment Schedule

The final filing date is Friday, October 11, 2024.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/mwd-controller/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the District. The District will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.