



Chief Financial Officer





THE WEST VALLEY WATER DISTRICT

Located in Rialto, California in San Bernardino County, West Valley Water District (District) has served the Southern California communities of Bloomington, Colton, Fontana, Rialto, unincorporated areas of San Bernardino County, and Jurupa Valley since 1952. During its early years, the District supplied more water for agricultural purposes than for domestic use. During the 1970s and 1980s, the District grew, and homes, businesses, schools, and parks soon surpassed agricultural water use. There were mergers where smaller water companies became a part of the District's system. Over the years, through name changes and consolidations, the mission has always remained the same: West Valley Water District provides our community with high quality and reliable water service in a cost effective and sustainable manner.

As the region continued to grow, the District continued to look ahead and partner with others to provide essential water services. In 1992, the District was a key partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin to the District's service areas. In 1993, the District partnered with the City of Rialto to build the Oliver P. Roemer Water Filtration Facility (Roemer WFF) which treats water from both Lytle Creek and the State Water Project. The Roemer WFF has been expanded twice, includes a hydroelectric generation plant, and construction of a \$60M expansion to 21mgd now underway. The District's innovation and stewardship was on full display in 2016 as the nation's first perchlorate treatment facility was brought online to bring clean water directly to customers using bioremediation technology.

Today, the region continues to grow and prosper with new businesses, schools, parks, and home developments. The District now serves nearly 100,000 customers over a 32 square-mile area with 23 wells, 360 miles of waterline, 26 reservoirs, and a talented, high-performing staff of 88. Now, with new leadership and direction, the District is experiencing a renaissance as it advances as a regional leader, a preferred workplace, and a model water utility that is innovative, customer-service oriented, and results-driven. It is one that is recognized for its leadership, partnership, stewardship, and excellence.

GOVERNANCE and TRANSPARENCY

The District's Board of Directors consists of five members from our community who are elected by Division. Each Director serves a term of four years, with terms overlapping. The Board of Directors develops the policies that govern the District. The District's General Manager is appointed by the Board to oversee the day-to-day operations of the District in accordance with the policies and procedures established by the Board. The District currently has an annual budget of \$38M and \$140M budgeted in the 5-year CIP.

As a public agency, the District's Board of Directors, Management, and Staff are committed to the highest levels of transparency and accountability regarding all District operations and business practices. This was recently validated by the Government Finance Officers Association which just awarded the District the exclusive Triple Crown award for excellence in financial reporting across multiple spectrums.

To learn more about the West Valley Water District, go to:
www.wvwd.org

AN OUTSTANDING CAREER OPPORTUNITY

Under direction of the General Manager, the Chief Financial Officer (CFO) provides leadership and management for all financial functions including budgeting, accounting, billing, customer service, and purchasing functions of the District. The CFO invests and protects the District's assets; maintains effective internal fiscal controls and investment policies; provides highly responsible and complex administrative support to executive leadership; and performs other duties as required or assigned. The position manages an overall staff of 22, with three direct reports.

Essential Duties include but are not limited to the following:

- Assist in the long-range financial planning, protection of the District's assets, and maintenance of adequate internal financial controls.
- Work with auditor on the preparation and issuance of the District's annual financial reports.
- Oversee and direct cash flow, bond issues, investment activities, budgeting, accounting, internal controls, payroll processing, federal and state grant administration, and assessments for community facility districts.





- Attend and participate in District Board meetings, professional organizations, and committee meetings, including the preparation and presentation of reports.
- Serve as a District representative with other local, regional, and governmental agencies.
- Perform special analytical studies; initiate and participate in the analysis and preparation of water rate studies, rate structures and other revenue enhancement programs. Prepare reports and internal policies/procedures as required.
- Monitor legislation effecting the water industry. Stay current on best practices and processes.
- Respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Assist in the negotiation of terms of agreements, contracts and other documents on behalf of the District.
- Identify and implement opportunities for cross-department coordination for effective operations. Encourage continuing education and development of personnel.
- Develop and maintain financial and statistical reports and maintain internal controls.
- Perform other related duties as required.

THE IDEAL CANDIDATE

The ideal candidate will be an energetic, innovative team builder with effective communication and interpersonal skills necessary to build and maintain strong relationships both internally and externally. This is an exciting opportunity for an effective manager with a solid understanding of organizational culture that is able to assess and understand the needs of the department and foster a cohesive and positive working environment, and to mentor and develop employees for the next step in their careers. The selected candidate will be customer service-oriented, optimistic, and a self-starter who sees the value of employee training and development, coaching, and holding staff accountable while delivering results both individually and as a team. The incumbent will be self-motivated with good judgment and high ethical standards.

Key Competencies and Characteristics

- A solid leader and staff manager with a positive presence who demonstrates initiative, is results-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- A relationship builder committed to excellence with a strong customer service ethic and the ability to empower employees while also holding them accountable.
- An outstanding CFO with excellent technical skills who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent written and verbal communication skills with the ability to articulate clear and direct information to various audiences.
- A leader who is collaborative and supportive in working with executive leadership and others to ensure the organization works toward a common set of goals.
- A person with the highest ethical standards who commands the trust and respect of peers through conduct of high integrity and professionalism.
- Understanding County, regional and State water issues and trends. A background in Proposition 218 strategies, implementation, and sustainability challenges.
- An active listener.





QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

- Bachelor's degree from an accredited college or university in finance, accounting, business administration, or a closely related field.
- Master's Degree from an accredited college or university in finance, accounting, business administration, or a closely related field is highly desirable.
- A minimum of five (5) years of progressively responsible professional experience in financial management, accounting, analysis, and reporting for a municipal governmental or special district agency.
- Two (2) plus years at a supervisory or managerial level.
- Certified Public Accountant (CPA) is **highly** desirable.

SALARY AND BENEFITS

The salary range for the Chief Financial Officer is \$235,768 - \$247,562.

West Valley Water District offers an excellent benefits package and contributes 100% of the monthly premiums.

- **Health Insurance** - The benefit becomes available after thirty (30) days of employment on the first of the following month. The District pays the total cost including the employee's dependents.
- **Dental Insurance** - The benefit becomes available after thirty (30) days of employment on the first of the following month. The District pays the total cost including the employee's dependents.
- **Vision Service Plan** - The benefit becomes available after thirty (30) days of employment on the first of the following month. The District pays the total cost including the employee's dependents.
- **Long-Term Disability Plan** - Becomes effective the first of the following month after thirty (30) days of employment.
- **Life Insurance Plan** - The benefit becomes available after thirty (30) days of employment on the first of the following month. The District pays the total cost including the employee's dependents. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.

- **Employee Assistance Program (EAP)** - The benefit becomes available after thirty (30) days of employment on the first of the following month. The District pays the total cost.
- **Tuition Reimbursement Program** - Up to \$5,000 annual tuition per fiscal year.
- **Sick Leave** - 96 hours of sick leave per year
- **Holidays** - District employees receive 13 holidays per year plus two floater holidays.
- **Annual Vacation Allowance** - 80 hours.
- **Management Leave** - 80 hours per year for Executive Management.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Monday, October 7, 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/wwd-chief-financial-officer/>

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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Website: <https://koffassociates.com/>

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.

