



SCV
WATER

Controller



◆ THE MISSION, VISION, & VALUES

Mission

Providing responsible water stewardship to ensure the Santa Clarita Valley has reliable supplies of high-quality water at a reasonable cost.

Vision

Exemplary water management for a high quality of life in the Santa Clarita Valley.

Values

SCV Water’s values provide direction to how we act and the type of behavior our decisions, instructions, and actions are to reflect. We adhere to these values in how we conduct ourselves, how we treat each other, and how we treat our customers.

- ▶ **Dedication** - We are responsible, reliable, and take pride in our work.
- ▶ **Excellence** - We strive for individual success, creating a positive impact on our colleagues, agency and our community.
- ▶ **Inclusion** - We maintain a welcoming culture that is characterized by courtesy, respect, and consideration of all viewpoints.
- ▶ **Innovation** - We are industry Leaders who embrace change by seeking creative and pioneering solutions.
- ▶ **Integrity** - We commit to the highest ethical standards of honesty and transparency.
- ▶ **Safety** - We maintain a healthy and secure work environment to ensure the well-being of our employees, our systems and the community we serve.
- ▶ **Teamwork** - We are committed to effective communication, collaboration, and partnerships.

◆ GOVERNANCE

SCV Water is governed by a 9-member Board of Directors, elected within three electoral divisions.

Officers of the board include a president and two vice presidents. The Board also appoints a general manager, treasurer, auditor, general counsel and employs a Board secretary.

[Learn more about our Board of Directors](#)

◆ EXECUTIVE MANAGEMENT

Our Executive Management team oversees the major functions of our Agency – from water resources, operations and maintenance, to engineering, technology, communications, and finance and administration. Together, they ensure that our Agency functions smoothly so that we can provide our customers with high-quality, reliable water supplies 24/7.

[Learn more about our Executive Management](#)

◆ THE COMMUNITY

Santa Clarita is located just north of Los Angeles, minutes from Burbank Airport. The Santa Clarita Valley is one of Southern California’s fastest growing areas and one of the best places to live, work, and play. The most successful entertainment, biomedical, technology, and aerospace companies in the world enjoy Santa Clarita’s unmatched quality of life, highly educated workforce, master planned communities and business parks, distinguished schools, and business incentives.

◆ THE AGENCY

The Santa Clarita Valley Water Agency (SCV Water) is a full-service water agency located in the Santa Clarita Valley. SCV Water provides water service to approximately 75,000 business and residential customers over an area of nearly 200 square miles. Half of the water provided comes from local groundwater, with the other half imported from the State Water Project and other sources. SCV Water was formed on January 1, 2018, and combines the former service areas of Castaic Lake Water Agency, Newhall County Water District, Santa Clarita Water Division and Valencia Water Company. Following a multi-year public engagement process, the agency was formed through Senate Bill 634 authored by Senator Scott Wilk and signed by Governor Jerry Brown on October 15, 2017. SCV Water was formed to enhance regional water management and reduce costs for local ratepayers.

◆ WHO WE ARE

The Santa Clarita Valley Water Agency (SCV Water) was created January 1, 2018 by [Senate Bill 634](#), an act of the State Legislature, which merged three water agencies in the Santa Clarita Valley. SCV Water serves a population of approximately 300,000.

With a “one watershed” approach guiding a regional perspective on issues affecting our local watershed, SCV Water provides a new level of service to our customers. Not to mention, our fully integrated workforce is able to solve problems creatively and efficiently. Most importantly, we are here to serve our customers. We provide Service, Community and Value to the Santa Clarita Valley.

[Learn more about the History of SCV Water](#)



Established: January 2018
Service area: 196.8 square miles
Population served: 294,090
Service connections: 75,776

CNN Money Magazine calls Santa Clarita “one of the best places to live in California.” In less than 30 years, the City of Santa Clarita has established an enviable balance between quality of life and quality infrastructure and amenities. The community has award-winning schools, special events, business parks and extensive trail systems, and arts, cultural, and recreation programs are just a few of the reasons nearly 300,000 residents and 6,000 business owners wouldn’t want to live or work anywhere else in the state.

◆ COMMUNITY AND WORKPLACE CULTURE

SCV Water stands to serve the community. This includes a proactive approach to emergency preparedness and response, while keeping an all-inclusive perspective on environmental health and safety. In addition, SCV Water is dedicated to providing an organizational culture that balances professional and personal lifestyles, which includes a flexible workplace option for eligible positions.

◆ THE POSITION

Under general direction, provides oversight to significant functions within the accounting department; monitors the financial performance; oversees investment plans to ensure appropriate cash flow; tracks annual operating and capital budget of the Agency for cash flow purposes, submits monthly and quarterly reports as directed; maintains ledgers and financial records of the Agency; coordinates and provides schedules for the annual audit; trains, supervises and evaluates the performance of assigned personnel; and performs related duties as required.

The Controller is the lead supervisory-level class in the Accounting series and is responsible for overseeing significant programs, functions, and/or service areas that have an Agency-wide impact. Receives general direction from the Chief Financial and Administrative Officer. Exercises supervision over assigned staff.

◆ THE IDEAL CANDIDATE

The ideal candidate for the Controller position at Santa Clarita Valley Water Agency is a dynamic and caring leader who thrives in a close-knit staff environment. They possess a strong sense of trustworthiness and respect, which fosters positive relationships with employees. This candidate understands the importance of empowering their technically professional staff and avoids micromanagement, allowing them to excel in their roles.

Experience in overseeing Grants (state and federal), including an understanding of grant agreements, monitoring compliance, and preparation of grant financial reports. Payroll management including the understanding of tax regulations, payroll reconciliations, and benefits administration is highly desirable for this role, as it demonstrates the candidate’s ability to handle complex financial processes and ensure accurate and timely payments. Additionally, the ideal candidate will actively build rapport with other departments across the organization, fostering collaboration and effective communication. They will also be required to attend various committee and board meetings after hours which may include presentations.

An active listener, the ideal candidate values the perspectives and ideas of their staff, creating an inclusive and supportive work environment. They are a clear and concise communicator, able to convey

information effectively to both internal and external stakeholders. Overall, this candidate possesses the leadership qualities necessary to drive success and maintain a harmonious work environment at Santa Clarita Valley Water Agency.

◆ ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- ▶ Monitors the financial performance of the Agency, including preparation of monthly reports for senior management, finance committee, and the Board of Directors.
- ▶ Reviews and oversees the accounting department’s functions, including accounts payable, accounts receivable, capital asset accounting, cash and investment accounting, payroll, and grants.
- ▶ Trains, supervises, and evaluates the performance of assigned staff; interviews and assists in the selection of employees; recommends personnel actions; initiates disciplinary actions if needed.
- ▶ Prioritizes, schedules, and plans assigned staff work; monitors staff tasks, progress, and employee performance; conducts performance appraisals.
- ▶ Conducts internal audits, reviews records, financial statements, documents, and reports to ensure accuracy, completeness, and compliance with established requirements, procedures, and principles; provides schedules and information to external auditors.
- ▶ Determines cash flow requirements, researches investments, and makes appropriate investments in accordance with policy.
- ▶ Oversees the Agency’s cash and investment funds; works with the Agency’s investment advisor to ensure all statutes governing the investments of the Agency are in compliance.
- ▶ Provides payroll processing oversight to ensure accurate and timely processing of payroll; reviews and approves payroll reports and transactions.
- ▶ Serve as a Project Manager for the Agency’s financial software conversions.
- ▶ Operates a computer and assigned software including word processing, spreadsheet, and database programs.
- ▶ Performs other related duties as required.





◆ QUALIFICATIONS

Education and/or Experience:

A Bachelor's degree in finance, accounting, public or business administration, or a related field from an accredited college or university.

Seven (7) years of experience performing professional accounting duties, preferably in a public agency, which includes two (2) years in a management or supervisory capacity.

Licenses and Certifications:

Possession of, or ability to obtain, a valid Class C California driver's license. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Possession of a Certified Public Accountant licensure is desirable, but not required.

◆ COMPENSATION AND BENEFITS

The salary range for the Controller position is \$186,347 – \$227,052/annually. Agreed-upon salary will be dependent upon qualifications and experience. In addition, the Agency provides an excellent benefits package, which includes the following:

Retirement – Santa Clarita Valley Water Agency (SCV Water) is a member of the California Public Employees' Retirement System (CalPERS) and pays the employee contribution. An employee who becomes a "new" member of CalPERS on or after January 1, 2013, will be subject to the regulations pursuant to the Public Employees' Pension Reform Act (PEPRA) of 2013.

Deferred Compensation Plan – Plan provides 50% agency contribution up to 3% of annual salary.

Health Benefits – SCV Water pays for dental, vision and medical insurance for the employee and his/her family, subject to co-pay depending on plan choice. Agency paid contribution toward medical plan for you and your family, subject to co-payment depending upon plan choice. Agency paid dental & vision plan for you and your family.

Retiree Medical Insurance (for employees hired on or after January 1, 2009) – the vesting benefit package for retiree medical insurance provides for employer contributions toward medical insurance premiums based on years of "CalPERS" credited years of service. In general, the vesting benefit requires that at least five years of CalPERS-eligible service must have been earned through employment with the Santa Clarita Valley Water Agency. More information will be provided upon request.

Life Insurance – Agency paid life insurance of twice your annual salary, up to \$150,000.

The Agency does not participate in Social Security. You are offered PERS Retirement Plan, 2% @ 55 formula, with the Employee contribution paid by the Agency for Classic PERS members. If you are a new PERS member hired on or after January 1, 2013, you are offered PERS Retirement Plan, 2% @ 62 formula, with the 8.18% employer contribution paid by the Agency and the 8.25% employee contribution paid by the employee.

Vacation – Earned at 2 weeks (0-5 years), 3 weeks (6-10 years), 4 weeks (11 years or greater).

Sick Leave – Earned at the rate of 12 days per year.

Holidays – Employees are eligible for 10 paid holidays per calendar year. With an additional 3 floating holidays per calendar year.

Work Schedule – The Agency offers a 9/80 work schedule and options for hybrid work up to two days per week with management approval.

Additional benefits include – Educational Assistance up to \$5,000 per fiscal year; Right to participate in the Logix Credit Union; Right to participate in Deferred Compensation with partial Agency contribution; Right to participate in the Agency's Flexible Spending Account Plan; Right to participate in AFLAC's Supplemental Insurance Plans.

◆ APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, November 8th, 2024.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/scv-water-controller/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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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 consultant. Koff & Associates will report the results to the Agency. The Agency will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.