



MESA WATER DISTRICT

Chief Financial Officer





MISSION STATEMENT: *Mesa Water District, a local independent special district, manages its finances and water infrastructure, and advocates water policy, while reliably providing an abundance of clean, safe water to benefit the public's quality of life.*

THE DISTRICT

Mesa Water is a retail water agency that provides 16,000 acre-feet per year (AFY) of domestic water and 1,100 AFY of recycled water to 110,000 customers in an 18-square mile area covering the City of Costa Mesa, parts of Newport Beach, and the John Wayne Airport. Mesa Water uses 100% groundwater supplies to meet its customers' demands with 317 miles of pipeline, nine domestic groundwater wells, three reservoirs, five imported back-up water supply connections, and an advanced membrane treatment facility. Mesa Water is an AAA-rated special district that is rated as one of Orange County's most efficient water agency and has a competitive compensation and benefit package.

Mesa Water District is the recent recipient of the ACWA Certificate of Excellence (A.C.E.) award for outstanding achievements in water management. The award recognizes agencies that demonstrate leadership, innovation, and excellence in managing California's most precious resource—water.

GOVERNANCE

Mesa Water District is a special district governed by a publicly-elected, five-member Board of Directors who set policy, establish rates and provide oversight over District operations. Directors serve a four-year term, are elected by division and represent the District on internal committees and external agencies and organizations to ensure that customers receive safe, reliable water.

For more information, please visit our website, www.mesawater.org.

THE POSITION

Reporting to the General Manager, the Chief Financial Officer (CFO) plans, directs, manages, and oversees the activities and operations of the Financial and Customer Services Departments. This includes implementing policies and establishing procedures related to finance, accounting, budget, and treasury. This position also manages and oversees water billing and collections and coordinates activities with other departments and outside agencies, as well as provides complex strategic and administrative support and advice to the General Manager. The CFO may serve as District Treasurer and assume responsibility for District investments. This position will manage a team of 10 FTEs including customer service and purchasing.



Duties include but may not be limited to the following:

- Assumes full management responsibility for all Financial and Customer Services Department services and activities including general accounting, financial reporting and monthly close, budget preparation, financial statement audit management, accounts payable and receivable, cash receipts, treasury management, procurement, payroll, debt financing, property and liability insurance and claims programs, Project Track (Capital and Customer Projects) water billing, payments, collections, Customer Information System (Cogsdale Customer Management); may serve as District Treasurer.
- Provide direction, mentorship, and positive leadership to ensure high performance and a customer service-oriented working environment.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommend and implement policies and procedures, ensuring alignment with the District's strategic and operational plan.
- Manage and participate in the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; directs the monitoring of and approves expenditures; direct and implement adjustments as necessary to meet changing conditions.



- Manage the debt financing program, including the issuance and management of long and short-term debt financing, assuring District compliance with debt covenants and disclosures, coordinates required updates and presentations to debt rating agencies.
- Direct the District's treasury functions and oversee investment programs and ensure investment activities comply with policy requirements.
- Direct risk management activities, including acquisition of appropriate insurance coverage, identifies self-insurance levels, negotiate coverage requirements and obtain and verify evidence of coverage from District contractors. Assume risk management responsibility for property and liability insurance and claims programs and the risk transfer program.
- Evaluate and monitor the District's financial position including oversight of the issuance of periodic financial and operating reports. Work in collaboration with District staff to develop and establish financial planning and expense control programs.
- Oversees the development of the District budget.
- Oversees water billing, payments and collections and ensures customer conflicts regarding billing or meter issues are resolved in an efficient and timely manner.
- Assumes responsibility for contract review including District bids, RFPs, etc. to determine conformance with District policies for insurance requirements and contractual agreements, as well as oversight of the annual audit.
- The CFO will be instrumental in the selection and implementation of a new ERP conversion.

THE IDEAL CANDIDATE

The ideal candidate will be an inspiring leader, who is a proactive problem solver with the desire and confidence to work with District leadership in a highly visible role to carry out the mission, vision, and needs of the Mesa Water District. Excellent communication and interpersonal skills will be critical to build trust and confidence with the leadership, staff, and the Board, so an individual who values open dialogue, collaboration, and is willing to build consensus is a must.

This is an excellent opportunity for a finance leader and professional to work in a stable environment with a dedicated staff, modernizing processes and procedures as the District moves to new technologies. The incumbent will be self-motivated with good judgment and high ethical standards.

QUALIFICATIONS

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

- A Bachelor's degree from an accredited college or university with major course work in accounting, finance, or related field.
- An MBA is desirable.
- Eight (8) years of increasingly responsible financial management experience.
- Five (5) years of management and administrative responsibility.
- Financial management experience in a utility is desirable.
- Possession of a Certified Public Accountant (CPA) is required.

COMPENSATION AND BENEFITS

The salary range for this position is \$189,654.40 - \$261,497.60 DOE.

The Mesa Water District offers a competitive benefits package that includes:

Retirement – Mesa Water employees participate in CalPERS retirement.

Effective January 1, 2013, newly hired employees who are new CalPERS members, as defined by the Public Employees' Pension Reform Act of 2013 (PEPRA), will be enrolled in the CalPERS 2% at age 62 defined benefit plan with a three-year final compensation in accordance with PEPRA. New members will be required to pay 8.25% of pension reportable salary as their full share of their member contribution.



An employee who is a “classic” member of CalPERS or a current member of another California public retirement system, will be enrolled in the CalPERS 2% @ 55 benefit formula with one-year final compensation. Effective 1/6/17, employees pay 7.0% of the employee contribution to CalPERS.

The District participates in Social Security. Please contact Human Resources if you have more questions.

Holidays – Mesa Water provides full-time employees with 107 holiday hours per year, comprised of twelve observed holidays (96 hours) and (11) floating holiday hours.

Vacation – Employees accrue between eighty-eight (88) and two hundred and eight (208) hours annually, depending on tenure. Accrued time is available to use after six months.

Sick Leave – Employees accrue ninety-six (96) hours per year, with no maximum accrual cap.

Cafeteria Plan Benefits – Employees receive a \$2,400 “Flex Credit” allocation per month to be used towards health benefits including medical, dental and vision. Flex credits not used towards benefits may be taken as additional taxable non-“Persable” income.

Deferred Compensation – A voluntary Deferred Compensation Plan (Section 457) is available to employees through Empower Retirement. Eligible employees may receive dollar for dollar employer match up to 3.5% of salary per calendar year.

Flexible Spending Account (FSA) – Employees may participate in either or both of Mesa Water’s Section 125 plan flexible spending accounts: Dependent Care Reimbursement (eligible upon hire) and Medical Expense Reimbursement (after one-year).

Life Insurance – Full-time employees are covered by \$200,000 in group term life insurance paid by District (benefit decreases at age 65).

Long Term Disability (LTD) – Full-time employees receive District-paid LTD insurance coverage equal to 2/3 of salary (\$12,000 maximum monthly benefit) after a 90-day waiting period.

Short-Term Disability – The District participates in State Disability Insurance (SDI).

Automobile Allowance – Management employees receive an Automobile Allowance per month.

9/80 Work Schedule – Employees are offered a 9/80 work schedule with every other Friday off.

Tuition Reimbursement and Educational Incentives

Salary Increases – Based on performance, new Mesa Water employees are eligible for merit step increases at 6-months and 12-months, and annually thereafter.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, June 13, 2025.

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/mesa-water-cfo/>

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:



Frank Rojas
(510) 495-0448

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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.

