

CHIEF FINANCIAL OFFICER

El Toro Water District

(Lake Forest, CA)





THE DISTRICT

El Toro Water District (ETWD) was established in 1960 under the provisions of the State of California Water Code. The District provides a high quality drinking water program, reliable wastewater collection and treatment programs and a rapidly evolving recycled water program. The District serves a population of approximately 50,000 people through nearly 10,000 water service connections. ETWD's service area encompasses approximately 5,400 acres. The District serves all of the City of Laguna Woods and portions of the Cities of Lake Forest, Laguna Hills, Mission Viejo and Aliso Viejo.

ETWD is governed by a five-member, publicly elected Board of Directors. Each Board member is elected at-large to a four-year term. These officials are responsible for the District's policies and strategic decision making. Day-to-day operations are directed and supervised by the General Manager. ETWD is currently staffed by 60 full-time professionals. ETWD has been awarded the Certificate of Achievement for Excellence in Financial Reporting, District of Distinction, and 2019 Top Work Places. ETWD's Fiscal Year 2020-21 budget of approximately \$28 million is designed to help the District attain the following financial objectives:

- Establish a revenue cash flow plan that is sufficient to fund the operating budget including the capital replacement & refurbishment program.
- Establish a reliable, stable and predictable rate adjustment strategy that minimizes impact to customers.
- Maintain a minimum reserve level sufficient to fund legal, board mandated and working capital requirements.
- Employ cost containment and reduction strategies and practices as appropriate to cost effectively maintain reliable service levels.



Mission Statement

The mission of the El Toro Water District is to provide its customers safe, adequate and reliable water, sewer and recycled water service in an environmentally and economically responsible way.

Additional information can be found on the District's website, www.etwd.com.

THE POSITION

The Chief Financial Officer (CFO) plans, organizes, controls and directs the full range of finance and accounting services for El Toro Water District. The CFO develops budgets; establishes organizational controls and measures performance against approved objectives; manages the District's cash,

CHIEF FINANCIAL OFFICER

El Toro Water District

investments and working capital funds; oversees customer service, customer billing and accounts receivable; manages the District's insurance program; oversees payroll; performs periodic audit and review of financial records, operations and systems to assure that proper accounting procedures are followed; and manages the contract with the independent auditing firm.

In addition, the CFO produces and reconciles the Comprehensive Annual Financial Report (CAFR) and assesses future fiscal impacts to the organization. This individual also presents information to the El Toro Water District Board of Directors and members of the community and represents the District at meetings with other agencies. The CFO provides direction and supervision for the Accounting Department, the Information Technology Department, the Office Customer Service Department and the Purchasing Department.

Focus Areas

- Design and implement processes as well as checks and balances to strengthen financial operations
- Mentor and coach staff to fully develop their skills
- Proactively address long-term needs by evaluating fee structures, including water rates, service fees, and debt-refinancing.

THE IDEAL CANDIDATE

ETWD's CFO will be a strong, innovative leader who inspires staff, brings vision and clarity to the organization, and ensures the department's work is completed in an accurate and timely manner. This individual will be a collaborative, strategic problem solver who generates ideas to move the organization to the next level and provides alternate solutions when challenges arise. They will have superior team building and communication skills combined with a high level of financial expertise.

The ideal candidate for this high-profile position will be open, honest, and direct. This person will exercise a high degree of common sense and sound judgement. They will also be discreet and respectful when dealing with confidential and sensitive matters. In addition, this individual will be comfortable and skilled at making public presentations. Finally, the CFO will have the confidence and experience to work independently while remaining in alignment with, supporting, and sharing information with the General Manager.

Education and Experience

A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or related field is required. An MBA is desirable.

This position requires eight to ten years of increasingly responsible financial management experience including five years of supervisory and administrative responsibility. Financial management in a utility/government agency will be an asset.

Licenses and Certificates

Possession of a Certified Public Accountant certificate is preferred.

Possession of, or ability to obtain, certification by the California Municipal Treasurers Association, the Association of Public Treasurers of the United States and Canada, the Association of Government Accountants, or the Government Finance Officers Association is desirable.

COMPENSATION & BENEFITS

Salary: \$145,000 to \$185,000, DOQ. In addition, ETWD provides a generous employee benefit program which includes:

401(k) Retirement Plan - The District contributes nine percent (9%) for all employees in lieu of social security. The District will make a matching contribution on the employee's behalf equal to seventy-five percent (75%) of the employee's salary deferrals up to a maximum of ten percent (10%) each pay period.

457 Deferred Compensation Plan

Schedule - 9/80 Workweek (The District is closed on alternating Fridays)

Medical Insurance - Choice of either Anthem Blue Cross HMO or PPO or Kaiser South. Nominal monthly cost to the employee depends on plan choice.

Dental Insurance - Delta Dental

Vision Insurance - Vision benefits through VSP

Sick Leave - 96 hours per year

Vacation Leave - Two weeks to a maximum of four weeks per year

Holidays - 11 paid holidays a year

Short Term Disability

Long Term Disability

Long Term Care

Life Insurance

Life and Accidental Death and Dismemberment Insurance

Wellness Annual Benefit

Employee Assistance Program (EAP)

State Disability Insurance

HOW TO APPLY

Apply on-line at www.alliancerc.com by **August 7, 2020**. For questions and inquiries, please contact Cindy Krebs at (562) 901-0769 or ckrebs@alliancerc.com.

ALLIANCE RESOURCE CONSULTING LLC

1 Centerpointe Drive, Suite 440

La Palma, CA 90623

An Equal Opportunity/ADA Employer