



**Financial/Payroll Manager
Eastern Municipal Water District
(Perris, CA)**

The District

Recognized as a leader in the water industry throughout California and nationally, the Eastern Municipal Water District (EMWD) is the water, wastewater, and recycled water service provider to nearly one million customers living and working within a 558-square mile service area in Western Riverside County. EMWD is governed by a five-member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 650 employees. EMWD's FY 2024-2025 budget is \$619 million, of which \$196 million is for capital expenditures. The District benefits from a strong governance model with alignment between the Board and staff on vision, mission and values, and strategic objectives. This collaboration has had a significant influence on EMWD's success.

EMWD has been very successful in securing federal and state grants and loans totaling \$239 million within the past five years lowering overall costs for critical infrastructure. In addition, EMWD has a highly effective state and federal advocacy program and has successfully sponsored multiple pieces of legislation, secured state and federal funding, and built a credibility with state and federal legislative offices and agencies.

From a financial perspective, EMWD's revenue bond debt has been assigned AAA, Aa1 and AAA ratings from Fitch Ratings, Moody's Investors Service, Inc., and S&P Global Rating Services, respectively. These strong credit ratings and overall financial strength enable EMWD to finance infrastructure improvements at the lowest interest rates possible. More information regarding EMWD can be found on the District's website: www.emwd.org.

The Department

EMWD's Finance Department is responsible for providing financial services for the District, including financial accounting and reporting, payroll, project accounting, accounts payable, custody and investment of funds, debt administration, billing and collection of water and wastewater charges, taxes, and other revenues. The District's books and records are maintained on an enterprise basis, as it is the intent of the Board to manage the District's operations as a business, thus matching the revenues against the costs of providing the services. Revenues and expenses are recorded on an accrual basis in the period in which the revenue is earned, and the expenses are incurred.

The Finance Department is comprised of five divisions: 1) Budget, Rates and Analysis 2) Debt, Treasury, and Special Funding 3) Accounting Operations, 4) Project Accounting, and 5) Payroll.

The Position

Under general direction of and reporting to the Controller, the Financial/Payroll Manager is responsible for planning, organizing, reviewing, and evaluating payroll functions, including payroll processing, reporting, record-keeping, tax filing, and payroll related financial activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include overseeing day-to-day activities and providing professional-level support to the Controller. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies.

Some duties of the Financial/Payroll Manager include:

- ▶ Managing, directing, overseeing, and approving bi-weekly payroll processing, tax, pension, government, and legal reporting, payroll reports, and external payroll account payments; directing and reviewing special payroll processing, additional payroll payments, and annual payouts.
- ▶ Evaluating and resolving HR/Payroll system errors and pension and tax reporting errors; submitting service requests to system vendors; coordinating HR/Payroll system upgrades, new requirements, and implementations; participating in system testing and working with system vendors.
- ▶ Reviewing, approving, posting, and uploading payroll journal entries; reviewing and assisting with reconciliations and providing necessary documentation; researching and resolving payroll, pension, and quarterly and year-end tax-reporting discrepancies.

- ▶ Preparing supporting information in preparation of the Annual Comprehensive Financial Report (ACFR).
- ▶ Performing related duties as assigned.

The Financial/Payroll Manager oversees a staff of two highly skilled accounting professionals.

For a more detailed job description, please visit: https://content.emwd.org/sites/default/files/migrate-documents/financial_manager_-_final_-_may_2022.pdf

Opportunities

The District prides itself on fostering a welcoming and collaborative environment. Departments within the organization work closely together, sharing ideas, and solving problems collectively. This strong teamwork has contributed to the District's reputation as a premier employer.

This position plays a vital role in the District's financial health and stability. The new Financial/Payroll Manager will focus on the following:

- ▶ With a highly skilled accounting staff in place, the Financial/Payroll Manager will take the lead in mentorship, training, and guidance of staff.
- ▶ EMWD is in the midst of implementing a new Enterprise Resource Planning System. It is anticipated to go live at the end of 2025. The Financial/Payroll Manager will be hands on throughout implementation, the change management process, and training in the use of the system.
- ▶ This role will be an active participant in maintaining the cohesive work culture of the Department.
- ▶ The Payroll Division is a small but mighty team. As such, the Financial/Payroll Manager will be a working manager as well as oversee the staff, payroll, and technical accounting duties.

The Ideal Candidate

Mirroring EMWD's commitment to best practices and organizational excellence, the Finance Department fosters a similar culture. The ideal candidate for this position will possess a strong internal control, technical, and accounting background with expertise and focus on payroll, as the Payroll Division issues approximately 20,000 checks annually. Knowledge and hands on experience with the Workday Payroll system is a plus.

The successful candidate will have experience working in a public entity with solid knowledge of CALPERS and experience with employee unions. They will also demonstrate strong communication, leadership and managerial skills, capable of confidently leading a team to success and serving as a reliable resource for other staff and departments.

The ideal candidate will value honesty, integrity, and collaboration, with a passion for incorporating best practices into the daily operations of a large, complex public organization. They will have an affinity for the repetitive yet complex nature of the payroll process and thrive in a high-pressure environment where meticulous attention to detail is paramount.

Experience, Education and Certifications

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- ▶ Five (5) years of progressively responsible professional finance and accounting/payroll program experience, of which two (2) years is in a payroll supervisory capacity. Candidates with experience in government payroll and accounting practices are encouraged to apply; **AND**

Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, financial management, or a related field.

Compensation & Benefits

The annual salary range for this position is \$133,099 to \$165,651. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

- ▶ **CalPERS Retirement** – Classic Members: 2% at 55 benefit formula, employee pays the 7% contribution. New Members: 2% at 62 benefit formula, employee current contribution is 7.5%. EMWD does not participate in Social Security. Retiree Medical Coverage provided through CalPERS with EMWD providing the PEMHCA minimum
- ▶ **Deferred Compensation** – Two programs are offered to employees: 401(a) – EMWD provides annual contributions of \$1,180 and a 457 voluntary plan where EMWD provides a match to the 401(a) equal to 4.5% of employee's annual salary or 6.0% for new hires who do not qualify under the PERS Classic tier
- ▶ **Medical Plans** – Several health plans are offered, with EMWD currently contributing up \$2,729.00/month towards the premiums for employee and family; medical in-lieu program is available with required proof of coverage
- ▶ **Dental Plan** – Full coverage for employee and family in the base plan at no cost with EMWD contributing up to \$1,560 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions
- ▶ **Vision Plan** – Full coverage for employee and family in the base plan at no cost with EMWD contributing up to \$245 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions
- ▶ **Voluntary Plans** – Health Care and Child/Dependent Care Flexible Spending Account, supplemental accident, cancer, critical illness, life and AD&D, pet, and short-term disability insurance available through payroll deductions
- ▶ **Life Insurance** – Equal to annual salary up to a maximum of \$250,000 at no cost. Employees may purchase up to an additional \$500,000 in life insurance with EMWD paying 50% of the premium
- ▶ **Paid Time Off (PTO)** – 176 hours per year, increasing after year 5 completed
- ▶ **Holidays** – 10 paid holidays and 3 floating holidays per year
- ▶ **Bereavement Leave** – up to 5 days
- ▶ **Tuition Reimbursement** – up to \$6,198 annually
- ▶ **Employee Assistance Program (EAP)** – Available to employees and their families
- ▶ **Telecommute Opportunities** – Available to qualifying employees on a case-by-case basis when operationally feasible and accordance with District's Telecommute Policy
- ▶ **Alternative Work Schedule** – Employees are provided opportunity to work a 4/10 or 9/80 work schedule dependent on position and operational needs

How to Apply

Please apply **on-line** by **February 14, 2025** at www.allianceRC.com. EMWD anticipates having the first round of final interviews during the second week of March 2025. For questions, inquiries or candidate recommendations, please contact:

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