



ARVIN-EDISON WATER STORAGE DISTRICT

CHIEF FINANCIAL OFFICER

JOB SUMMARY

The Chief Financial Officer (CFO) under the administrative direction of the Chief Executive Officer (CEO), plans, organizes, and directs the financial, accounting, and administrative functions of the organization within parameters established by the CEO and the Board of Directors. Additionally, the CFO will work with the Chief Operating Officer (COO) on all strategic and organizational matters as they relate to budget management, cost analysis, forecasting needs, and outside issues that may impact the financial standing of the District.

PRIMARY RESPONSIBILITIES AND DUTIES

1. Recommends and participates in the development and implementation of District goals, objectives, priorities, and policies by acting as a strategic financial partner to the CEO and Board. Establish short and long-range financial goals, capital strategies, and financial policies to ensure the District's long-term financial sustainability and resilience.
2. Leads multi-year financial forecasting, reserve planning, and capital financing strategies to support infrastructure, regulatory compliance, and long-term water reliability.
3. Evaluates funding options including reserves, assessments, grants, debt financing, and interagency partnerships.
4. Drives continuous improvement of financial systems, controls, and reporting tools to improve transparency, efficiency, and decision-making.
5. Monitors economic, regulatory, and water-sector trends and translates these findings into financial planning and risk mitigation strategies.
6. Plans and reviews the work of the Accounting Department, including internal unaudited financial statements, cash receipts, cash disbursements, payroll and timekeeping, credit and collections, and employee benefit functions.
7. Oversee enterprise-level financial risk management including liquidity, capital adequacy, regulatory compliance risk, insurance, and infrastructure-related financial exposure.
8. Partner with executive leadership to ensure financial preparedness for drought, regulatory changes, and infrastructure risks.
9. Verifies and approves District cash management and investment activities conducted by Controller; which includes careful monitoring of economic statistics and the direction of interest rates, coordination with investment advisory services, and maintaining effective rapport with banks, savings and loans, and brokers/dealers in the investment community.
10. Acts as Fiscal Agent in administering the cash receipts and cash disbursements, general accounting, and banking activities of the entities involved in the Cross Valley Canal Water Exchange Program.



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11. Supervises the administration of water service contracts and the various records of landowners.
12. Directs the preparation of the tax roll setting forth the assessed parcels, assessee names, and appropriate classifications for the annual General Administrative Service and the General Project Service Charges collection process.
13. Maintains all accounting records, investment policy and guidelines, and initiates all investment transactions at the direction of the Employees' Pension Plan Committee for the Employees' Pension Plan; along with coordinating all activities with the Plan's Trustee, the Plan's Administrator, and the Independent Financial Auditors.
14. Responsible for evaluating performance of accounting personnel and making appropriate staffing recommendations to the CEO, in order to maintain the high level of skill necessary to meet the current objectives of the organization.
15. Attends, prepares Board resolutions and formal minutes, and makes financial, budget, and miscellaneous presentations at regular monthly meetings of the Board of Directors.
16. Plans and administers loan contracts, and long-term revenue or debt financing as necessary.
17. Implements financial systems required by District policies, Federal and state statutes, and/or fiscal regulatory agencies.
18. Coordinates with other agencies and government representatives on specific and general financial, audit, and accounting agencies.
19. Serves as District liaison or representative on various boards, committees, and at meetings as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Demonstrated high level of integrity and sound public stewardship.
- Strategic, forward-looking financial leader and trusted advisor.
- Knowledge of generally accepted accounting principles and current practices, with emphasis on governmental "fund-type" accounting.
- Knowledge of budgeting, financial statement preparation, auditing, and personal computers along with relevant software packages.
- Ability to establish and maintain effective working relationships with fellow employees, committee/board members, brokers and dealers, bankers, and independent auditors.
- Collaborative, calm under regulatory and financial pressures.
- Solid leadership ability along with management skills, integrity, common sense, and resourcefulness.



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- Ability to work effectively in coordinating the fiscal activities of the District as a member of the management team.
- Strong written and oral communication skills that translate well with technical and non-technical audiences.
- Knowledge of cash management and investment activities.
- Knowledge of insurance and risk management activities.
- Meticulous, accurate, and precise.

DESIRABLE EDUCATION AND EXPERIENCE

Graduation from a quality four (4) year accredited university with a degree in Accounting, Business Administration or Finance. Professional certification (CPA, CIA) is desirable, but not required. An MBA is preferred but not required. 10+ years of experience in accounting or financial planning and analysis. Minimum of 3 years in a senior-level role. A considerable amount of progressive management experience in governmental or special district fund accounting is preferred.

PHYSICAL DEMANDS

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk and hear for extended periods of time, and utilize multiple computer keyboards and mice. The employee frequently is required to stand and walk, and occasionally must drive a District vehicle and walk on uneven or wet or slippery ground including ground, which may contain a few easily avoidable obstacles. The employee is required to use the hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, and occasionally crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job including close vision, distance vision, peripheral vision, and depth perception.

WORKING CONDITIONS AND REQUIREMENTS

- Possession of a valid California Driver's License and acceptable driving record.
- Job-related physical examination.
- Verification of education, experience, and job references.
- Qualification for a Faithful Performance "Fidelity" Bond.

Wages: Set by the Board of Directors

Location: 4700 Stockdale Hwy., Suite 115, Bakersfield, CA 93309

Hours: 80 hours per two-week pay period; flexibility depending on workload demands.

Cell phone provided.



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Fair Labor Standards Act – Exempt