



# Invites Applications for the Position of: **FINANCE SUPERVISOR**

**\$99,932 to \$121,466 Annually DOQ/DOE  
plus excellent benefits!**

**Open until Filled**

## *Job Summary:*

Under the general direction of the Finance Manager, oversees the District's general accounting system, including general ledger, job costing, fixed assets, accounts payable, statistics, and financial reporting. Conducts special projects, coordinates external audit, maintains fiscal controls, and determines financial reporting requirements. Directly supervises accounting, finance, payroll, purchasing and warehouse functions. Advises management on current accounting and finance related principles, practices and methodologies.

## *Essential Functions:*

1. Oversees District finance system. Performs complex accounting tasks and is responsible for revenues and disbursements, billings, cost accounting, payroll, lease management, accounts payable and receivable, and expenditure information.
2. Oversees the preparation of various special financial reports for both internal use and those required for submission to various governmental agencies on a variety of specialized topics including complex financial, analytical, budget, legislative or administrative issues.
3. Acts as back-up to payroll function.
4. Reviews interpretations of payroll, rules, policies, and laws in conjunction with Human Resources staff.
5. Backs up finance staff by performing their daily, weekly, quarterly, and/or year-end duties on an "as needed" basis.
6. Oversees the preparation and administration of the operating and capital budgets.
7. Reviews various accounting and financial documents such as payroll, quarterly financial statements, board expense report, etc.
8. Coordinates the integration of computer based systems for Finance and works with Customer Service Department related to the Utility Billing component of the integrated software.
9. Reviews the annual audit of District financial records and systems, and directs the preparation of management's discussion and analysis.
10. Oversees the preparation of the update of the District's fees.
11. Maintains and audits the accounting for District jobs, including capital projects, development work and internal jobs.



Vista Irrigation District

## *Essential Functions (Continued):*

12. Capitalizes construction projects in conformance with government accounting standards.
13. Conducts special studies. Formulates and makes policy and procedure recommendations related to accounting, finance, purchasing, etc.
14. Documents departmental procedures, which requires analysis, observation and effective communication of this information, orally, graphically and in written form.
15. Develops and monitors internal control systems.
16. Oversees trains and reviews staff in all aspects of accounting applications and special projects.
17. Supervises and evaluates the performance of:
  - Senior Accountant
    - Finance Associate
    - Purchasing Agent
    - Accounting Technician
    - Accounts Payable Clerk
    - Inventory Control Clerk
18. Performs other related duties as assigned.

## *Qualifications*

A combination of education, training and experience which demonstrates knowledge and skills necessary to perform the job duties. A typical qualifying background is:

- Bachelor's Degree in Finance, Economics, Accounting or related field;
- CPA license;
- Recent experience supervising accounting and/or finance staff;
- Experience managing multiple projects with competing priorities; and
- Sound communication skills;

Additional desired qualifications include:

- Recent experience supervising and reviewing payroll staff;
- Highly skilled in using the Excel spreadsheet program.
- Experience preparing and presenting staff reports to a board of directors.

Must possess a license as a Certified Public Accountant.

Must have a valid California driver's license and must be acceptable to the District's automotive liability insurance carrier.

Must establish and maintain effective working relations with other personnel and promote good relations with the public.

## *Benefits:*

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred Compensation Match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

## *The District:*

The Vista Irrigation District was formed in 1923 to provide water to the community of Vista. The District currently supplies water to 28,000 customers and over 133,000 people living in the city of Vista as well as in portions of the cities of Escondido, Oceanside, San Marcos and unincorporated areas of San Diego County. The District receives local water from Lake Henshaw located on the 43,000 acre Warner Ranch owned by the District and imported water from northern California and the Colorado River via the San Diego County Water Authority and the Metropolitan Water District of Southern California. The District currently employs 91 people.

Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees. Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family". In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

**The Finance Supervisor is an at-will position and not eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.**

**The Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.**

**The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.**

## *Selection Process:*

All applicants should either email or mail an application package to:

***Human Resources Department***

***Vista Irrigation District***

***1391 Engineer Street***

***Vista, California 92081***

***jobapps@vidwater.org***

*(No faxes or resumes in lieu of District application).*

*Job offers are contingent upon a pre-employment medical examination and drug testing.*

**Application packets may be submitted electronically or at the District's main office.**

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

