



# Finance Manager Central Contra Costa Sanitary District



## The Opportunity

The Central Contra Costa Sanitary District, Central San, is highly regarded in the region for its fiscal strength, organizational excellence, and tremendous stability. The next Finance Manager will have the opportunity to manage and make improvements in an already high-performing organization.

## Central Contra Costa Sanitary District

Central Contra Costa Sanitary District (CCCSD) is a special district responsible for the collection and treatment of wastewater in the central area of Contra Costa County. CCCSD is governed by a five-member Board of Directors, each elected to a four-year term. The Board employs a General Manager who is the CEO of the organization and leads its 290 budgeted full-time employees. CCCSD is a stable, well-managed, high performance organization; this stability and professionalism has developed a loyal and dedicated workforce who warmly refer to the organization as “Central San.”

CCCSD serves approximately 484,200 residents and over 3,000 businesses in a 145,000 square mile service area, which includes the cities of Alamo, Clayton, Concord, Danville, Lafayette, Moraga, Orinda, Pacheco, Pleasant Hill, Walnut Creek; portions of Martinez and San Ramon; and unincorporated communities with the central County area.

CCCSD’s collection system includes 1,500 miles of sewer lines and 19 pumping stations. An average of 35.6 million gallons of wastewater per day flows through the collection system to our treatment plant in Martinez.

CCCSD treats an average of approximately 35 million gallons of wastewater per day at its treatment plant in Martinez. The District’s National Pollutant Discharge Elimination System (NPDES) permit allows CCCSD to treat up to 53.8 million gallons per day.

CCCSD has achieved 100% compliance with its NPDES permit for the past 20 consecutive years and has been awarded the National Association of Clean Water Agencies (NACWA) Platinum Peak Performance Award. It’s a distinction earned by only a handful of wastewater agencies nationwide.

## Financial Information

CCCSD operates under a fiscal year budget cycle beginning July 1 and ending June 30. The District’s FY 2018-19 budget is \$139.6 million and includes:

- \$89.7 million for operations and maintenance
- \$45.3 million for capital improvement projects
- \$3.6 million for debt service
- \$0.9 million for self-insurance

CCCSD’s sewer service charges provide 65% of the District’s revenue. The other 35% comes from property taxes, sewer connection fees, and contract charges. CCCSD’s infrastructure has an estimated replacement value of \$3.97 billion.

## The Position

Reporting to the Director of Finance and Administration, the Finance Manager manages the District’s financial, accounting, treasury, and financial management system function. As such, the Finance Manager also provides management and the Board of Directors with effective assistance in the areas of fiscal planning and control, accounting, budgeting and investing public funds.

Leading a staff of 9, the Finance Manager has the following specific responsibilities:

- Plan, organize, and direct the work of the staff in the Accounting/Finance Divisions.
- Establish and monitor internal accounting controls.
- Manage the preparation of the District’s annual budget, prepare and review monthly financial statements, account reconciliations and fiscal analyses.
- Manage, in conjunction with Engineering/Capital projects, the District’s long-term financial plan.
- Manage the District’s temporary investment portfolio and provide instructions to the County Treasurer’s Office for execution.
- Provide recommendations to the Board of Directors for appropriate revisions to the District’s financial policies including investment, fiscal reserves, and debt policy.



- Maintain internal divisional standard operating/desk procedures.
- Serve as the Board's liaison with the Contra Costa County Employees' Retirement Association (CCCERA).
- Act as the Trustee for the District's Deferred Compensation Program, updating plan documents with regulatory changes.
- Direct the preparation for, and coordinate the completion of, the District's annual audit.
- Recommend selection of personnel, evaluate staff, coordinate staff training, and encourage professional growth.
- Represent the District before local, state, and federal agencies, technical groups, community organizations, political bodies, committees, and the general public.
- Assume other responsibilities for the Administration Department as assigned.

## Opportunities and Challenges

The next Finance Manager will be presented with a number of known challenges and opportunities in which to excel including:

- CCCSD is preparing to implement a new Enterprise Resource Planning (ERP) system and is currently selecting a vendor. The next Finance Manager will be very involved in implementation.
- Internal audit is a relatively new function within the district and, as such, refinements to processes will be made.
- The CCCSD Board is a high-performing board with a great deal of technical expertise and has been very supportive of the strategic plan and mission of the organization and its employees.
- Due to the District's stability, many employees have long tenure. While this is clearly an advantage, the challenge with long-tenured employees is to ensure their skills remain contemporary through training, education, and mentoring.

## The Ideal Candidate

The next Finance Manager must be experienced, well qualified, and highly ethical. The following traits will be key ingredients for success:

- Public agency experience is strongly preferred, as private sector experiences often do not translate as well to the public sector experience. Enterprise fund experience is particularly valuable. Varied public sector experience, including with complex municipalities, is desired.



- Political and business acumen is an asset, as the Finance Manager will be tasked with interfacing with Board committees.
- Attention to detail is highly important, as the organization's culture has high standards and little tolerance for error.
- Specific experience with accounting, financial reporting, budget and audit are important, as well as with internal controls.
- Effective and adaptive leadership is important in leading staff toward its full potential.

## Qualifications

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

**Education:** A Bachelor's degree in accounting, economics, finance, business, or a related field. A Master's degree in a related field and/or a Certified Public Accountant (CPA) certificate is highly desired.

**Experience:** Eight years of varied and progressively responsible finance and accounting experience including at least 3 years which included supervisory or management responsibilities.

*The District is committed to continuous improvement work processes in a team-based environment. Employees are expected to interact with co-workers as part of a team and contribute to a culture that values employee input and ideas for the benefit of the District ratepayers.*



## Compensation

The salary for this executive position will be \$146,924-\$178,587, with placement within the range dependent upon qualifications. CPA holders are eligible for an additional 5% pay differential. Additionally, the selected candidate will enjoy excellent benefits including:

- **Insurance:** Management employees enjoy fully paid medical, dental and life insurance. Employees have a choice of three medical plans that includes vision and chiropractic. Kaiser and HealthNet HMO are fully paid by the District and HealthNet PPO is partially paid by the District. Employees entitled to dual health coverage may receive an additional \$400 per month contribution to the Section 401(a) plan in lieu of second coverage.
- **Retirement:** District employees are members of the Contra Costa County Employees' Retirement Association (CCCERA) with CalPERS reciprocity. A retirement benefit is based upon a formula that includes the employee's age, salary, and years of service. The formula for new employees is 2%@ 62 unless reciprocity is established with an eligible retirement system. The formula for new employees with reciprocity is 2%@ 55.
- **Leaves:** The District offers liberal vacation and sick leave benefits, as well as 13 paid holidays per year. Management employees earn 40 hours of administrative leave annually.
- **Deferred Compensation:** The District does not participate in the Social Security System except for a mandatory Medicare contribution. Instead, the District contributes to a 401(a) Money Purchase plan an amount equivalent to the employer portion of contributions to Social Security (currently 6.2%) in addition to salary. The District also offers employees an optional Deferred Compensation 457 plan with a choice of savings and investment options.

- **Cafeteria Plan:** Management employees are allowed \$425 each month toward the selection of additional benefits.
- **Other Benefits:** Other benefits enjoyed by District employees include professional expense reimbursement, employee assistance program, longevity compensation, sick leave incentive program, retiree benefits, credit union privileges through the Contra Costa Federal Credit Union, and a comprehensive wellness program including an on-site gym.

## How to Apply

Interested candidates should **apply by January 14, 2019**. Electronic submittals are strongly preferred to Ralph Andersen & Associates at [apply@ralphandersen.com](mailto:apply@ralphandersen.com) and should include a compelling cover letter and a comprehensive resume.

Top candidates may be asked to complete a written supplemental questionnaire to elaborate on areas of expertise and demonstrate their ability to communicate effectively.

**This recruitment will be handled with strict confidentiality.** References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed and should be directed to Mr. Greg Nelson, Ralph Andersen & Associates, at (916) 630-4900.

