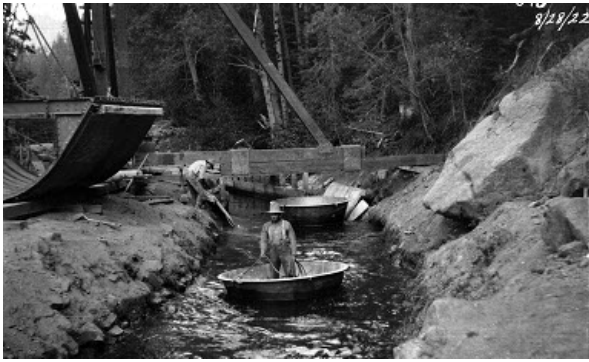


Where we are



El Dorado Irrigation Ditch in 1922

Welcome to El Dorado County where lifestyle amenities are many and an exciting position awaits the right candidate at the El Dorado Irrigation District (District/EID).

The District lies in one of the most beautiful areas of California— on the western slope of the Sierra Nevada Mountains, west of world-renowned Lake Tahoe. A scenic drive along Highway 50, heading east from the Sacramento County line to Tahoe, takes you through the center of the District's 220-square-mile service area and highlights the extraordinary geographical diversity of this region.

Water has been and continues to be an undeniable force in shaping the economic, ecological, and cultural aspects of the area. From the earliest

days of American Indian habitation to the discovery of gold right here in the heart of the Mother Lode, sparking the statewide gold rush; from clusters of black oak and manzanita to the forests of the Sierra; from vineyards and orchards planted abundantly throughout the county to our growing population centers – water is the essential link.

High in the mountains, alpine lakes and wildlife populate wilderness areas, where quiet and solitude reign. The region offers unparalleled outdoor recreation—from high-quality fishing, hiking, and skiing to boating, white-water rafting, and more.

Who we are

We can trace our history back to the first hand-dug ditches that transported water to prospectors in the mid-1800s, but the District was not formally organized until 1925 under the Irrigation District Act (Water Code §§ 20500 et seq.). We still hold water rights that date from the Gold Rush days, and we continue to work on securing and maintaining a reliable water supply. Through negotiations with the U.S. Bureau of Reclamation (Bureau) and an Act of Congress, the District acquired Jenkinson Lake at Sly Park Recreation Area in late 2003, providing yet another critical local water supply. Additionally, we have a repayment contract with the Bureau and also exercise District consumptive water rights associated with Project 184 and historical agricultural activities for diversion from Folsom Lake to meet the growing municipal and industrial demands of the region.



Flume under construction in 1923

Our customers' needs are as broad-ranging as the area's stunning natural diversity. We provide drinking water, wastewater treatment, and recycled water for residential, commercial, and industrial needs over significant portions of western El Dorado County. We own and operate a 21-megawatt hydroelectric power project that includes dams, four reservoirs, and 23 miles of flumes, canals, siphons, and tunnels. We also manage several outdoor recreation sites, including the Sly Park Recreation Area and a 48-unit campground at Silver Lake.

Today, the District's facilities and delivery infrastructure serve our 43,000 water accounts and include more than 1,119 miles of pipeline, 27 miles of ditches, 5 treatment plants, 36 storage reservoirs, and 38 pumping stations. The wastewater system, with nearly 24,000 accounts, operates 60 lift stations, 456 miles of pipeline, and 4 treatment facilities. El Dorado Hills and Deer Creek wastewater plants produce 3,500 acre-feet of recycled water for use in front and backyard irrigation at 5,500 homes, commercial entities, and public spaces. With approximately 230 employees, we are one of the largest employers in El Dorado County.

We serve a population of over 130,000 that has been steadily growing for many years.

How we govern

The District is governed by a five-member Board of Directors. Each member is elected from a different geographic division, and each serves a four-year term. There are no term limits for Board members. The Board typically meets twice a month during regularly scheduled, noticed public meetings and also may hold a number of noticed, special meetings.

The position

The Finance and Accounting Manager will have a history of demonstrated leadership skills and a strong commitment to fiscal responsibility. This is a hands-on management position, with responsibilities that include the planning, organizing, directing, and coordinating of all activities of the Finance and Accounting division within the Finance Department. These activities include but are not limited to, accounts payable, accounts receivable, purchasing, internal controls, financial affairs and systems, including budgetary and financial oversight. Facilitates, supports and coordinates the functions of the division with other divisions and departments, and provides highly complex staff assistance to the Director of Finance. The position will report to the District's Headquarters campus located in Placerville in order to promote team collaboration and cohesiveness.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

- Develops and implements divisional goals, objectives, policies and procedures; assists Department Director with department-wide goals and objectives.
- Plans, organizes and directs accounting activities including general ledger, financial reporting, and purchasing.
- Directs, oversees and participates in the development of the Accounting Division work plan; assigns work activities, projects and programs; monitors workflow; reviews and evaluates work products, methods and procedures.
- Recommends to the Department Director the appointment of personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures as required; maintains discipline and high standards necessary for the efficient and professional operation of the division.
- Prepares the Accounting Division budget; implements division budget; forecasts additional funds needed for staffing, equipment, materials and supplies to support division; administers division budget.
- Plans, coordinates and directs the District's annual financial audit; serves as liaison to the District's external auditor; provides audit schedules and requested documentation to the District's external auditor.
- Coordinates the acquisition and analysis of external actuary and financial services provided to the District's OPEB funding requirements and the California Employee's Retiree Benefit Trust (CERBT) Fund.
- Coordinates, plans, participates in, and implements various financial projects and programs, including but not limited to, fee analyses, rate analyses, overhead rate analyses and development of internal cost recovery.
- Creates and analyzes technical financial information in preparation for the District's Comprehensive Annual Financial Report as well as other technical financial reports.
- Assists in the development and maintenance of the District's accounting policies and procedures and assures District compliance with Generally Accepted Accounting Practices (GAAP).
- Performs treasury operations, including debt and cash management, banking, financial planning and forecasting and develop policies to ensure the safety of deposits and security of all District monies and securities in accordance with the District's investment policy.
- Participates in the development and implementation of capital borrowing strategies.
- Performs District debt administration to ensure compliance with debt covenants.
- Plans, organizes and directs the procurement activities of the District which includes supplies, materials, equipment and services; reviews and analyzes purchase requests; performs the most complex contract negotiations and purchases.
- Coordinates with staff regarding grant funding and administration. Researches and prepares technical and administrative reports; prepares written correspondence.
- Represents the division and department to outside agencies and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs related duties as assigned

The ideal candidate

The ideal candidate will have professional financial experience in monitoring, controlling and auditing financial affairs, financial systems, strategies, instruments and transactions in accordance with prescribed policy and statutory requirements. The ideal candidate will demonstrate a positive attitude, excellent communication and leadership skills, along with the ability to build team cohesiveness. The ideal candidate will have a track record of collaboration and have demonstrated ability to promote and manage an organization's financial obligations and budgets in a fiscally responsible and transparent manner. Public utility experience is desired.

Education, experience, and certifications

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business or public administration or a related field. Minimum of five years of increasingly professional experience in financial or accounting activities with at least three of those years in a supervisory role. License as a Certified Public Accountant (CPA) is highly desired.

Compensation and benefits

Salary

- \$11,212.46 - \$13,628.81 per month

Retirement

- CalPERS 2.0% @ 62 for new CalPERS members
- 2.0% @ 55 for Classic CalPERS members
- Retiree Health Care subject to District vesting schedule

Insurance

- Medical, dental, and vision coverage for employees and dependents with cost share

Other Benefits

- Paid Time Off commensurate with service time
- 13 Paid Holidays
- Exempt Administrative Leave
- Life Insurance
- Deferred compensation plan



El Dorado Hills Wastewater Treatment Plant Storage Reservoir and Solar Plant

Application and selection process

To apply, please complete an application and the required supplemental questionnaire at www.eid.org/jobs.

Apply early. First review of applications to take place on June 21, 2024, or as soon as a sufficient number of qualified applications have been received, whichever occurs sooner. Applications will be screened and candidates with the most relevant qualifications will be invited to participate in the selection process.

For more information, please contact Leslie Voong via email at lvoong@eid.org or call 530-642-4074.