

Finance and Administrative Services Manager



Organization: Truckee Sanitary District
Date Posted: October 25, 2018
City: Truckee
Location: California
Country: United States
Type of Position: Full-Time
Education Requirement: Bachelor's
Experience Requirement: 5 years
Monthly Salary Range: \$11,680.97 to \$13,910.34

Application Review Begins: November 5, 2018
Open until Filled

The Truckee Sanitary District (TSD), located in the beautiful Sierra Nevada mountain town of Truckee, is responsible for the collection and conveyance of wastewater in the greater Truckee area. Just 10 miles from scenic Lake Tahoe, Truckee is known for its access to year-round outdoor recreational activities including skiing, mountain biking, hiking, and many water sports. Supported by a staff of 40 committed employees, TSD has an annual operating budget of \$8 million and is governed by a 5-member board of directors.

Overview of Responsibilities:

Reporting to the General Manager, the Finance and Administrative Services Manager is responsible for planning, managing, and directing the District's finance and customer services operations. Key areas of responsibility in the oversight of the finance group include budget development and administration, auditing, A/P, A/R, payroll, internal controls, financial transaction processing, recordkeeping and reporting, utility billing, and investment and banking management. Key areas of responsibility in the oversight of the customer service group include permit issuance, commercial and residential customer support, records retention, reception, and general office management.

Ideal Candidate:

We are looking for a confident, compassionate leader and collaborator who will work closely with staff and other departments to ensure a high-performing, customer-service oriented work environment. The ideal candidate will possess the following attributes:

- Collaborative, proficient, effective, flexible, transparent, and solution-oriented with initiative, integrity, and sound judgment.
- Five years of management experience in public sector Finance and Administration
- Proactive, strategic approach to developing and implementing goals, work processes, and procedures.
- Strong leadership skills with an ability to coach and motivate staff to accomplish shared and personal goals.
- Excellent written and verbal communication skills.

Education and Experience:

Bachelor's degree from an accredited 4-year college or university with major course work in finance, business management, business or public administration, or a field related to the work and 5 years of increasingly responsible financial and administrative program management experience. Relevant master's degree is desirable.

Salary and Benefits:

The monthly salary for the Finance and Administrative Services Manager ranges from \$11,680.97 to \$13,910.34. The District also offers a comprehensive benefit plan including:

- Medical, dental, vision, and life insurance
- CalPERS Retirement (2.7% at 55 for classic members and 2% at 62 for new members)
- 30 days of vacation pay per year for managers
- 12 days of sick pay per year
- 10 paid holidays and one floating holiday per year
- Wellness benefits including on-site weekly stretching classes among other wellness benefits

How to Apply / Contact:

To apply for this unique career opportunity, please submit a TSD employment application along with a cover letter outlining your interest and experience. For an employment application, complete job description, and further information on applying for this position, please visit the employment page of the TSD website at www.truckeesan.org.