

Finance and Admin Manager

THE POSITION:

TSD is seeking a motivated, qualified, and experienced professional who will embrace TSD's core to apply for the open Finance and Administration Manager position. Under administrative direction of the General Manager, this position plans, manages, and directs the District's finance and customer services operations; coordinates activities with other departments for efficiency and quality service; oversees programs, projects, and special assignments; and provides expert advice to District management. This position is a manager role that oversees both Finance and Administration (customer support) and is a member of the District's leadership team.

TRUCKEE SANITARY DISTRICT

Truckee Sanitary District (TSD), formed in 1906, is an award-winning public agency responsible for the collection and conveyance of wastewater for the rapidly growing mountain community of Truckee, California, located just 15 minutes from Lake Tahoe. The District owns and operates over 200 miles of sewer mains, 13,000 laterals, 44 pump stations, 4 buildings, and a fleet of over 40 vehicles and equipment. The District's workplace culture is centered on its core values – Safety, Teamwork, Integrity, Communication, and Service.

JOB DUTIES INCLUDE:

- Develop and implement goals, objectives, policies, procedures, and work standards for finance and customer support functions.
- Supervision of staff; including Finance and Administration (customer support).
- Manage customer service operations, including reception, permit issuance, mail processing, inspections/permitting, and office equipment maintenance; coordinate with other departments and external agencies.
- Direct finance and accounting operations, including budget development and administration, financial transactions, recordkeeping, reporting, payroll, utility billing, auditing, investments, and treasury.
- Oversee preparation and monitoring of operating and capital improvement budgets; serve as technical advisor on budget matters; prepare periodic reports for the Board and management.
- Direct preparation of accounting records, regulatory reports, comprehensive annual financial statements, and responses to annual financial audits.
- Develop and implement policies for finance systems, investments, revenues, purchasing, accounts payable, and payroll.
- Monitor cash flow, prepare investment and financial reports, and assist with financial aspects of contracts and agreements.
- Attendance and presentations at monthly Board of Director meetings

QUALIFICATIONS:

- Bachelor's degree Finance/Accounting, Business, Public Administration, or related field and a minimum of 5 years of increasingly responsible financial and administrative program management. Master's degree preferred.

For full job description, [click here](#)



District Mission:

Protect the public health and the environment while providing its customers the highest level of service consistent with the prudent management of public funds.

Core Values:

Safety
Teamwork
Integrity
Communication
Service



Finance and Admin Manager

APPLICATION:

To apply, please click here. An employment application is also available at: www.truckeesan.org/employment-opportunities.

[Current resume and cover letter are required as part of the application process.](#)

EMPLOYMENT CONTINGENT UPON:

- * Drug and Alcohol Screening
- * Background Check

BENEFIT HIGHLIGHTS:

- * California Public Employees Retirement System (CalPERS)
 - o Classic Members 2.7% @ 55
 - o New Members 2.0% @ 62
- * District paid medical, dental, and vision benefits for employee and their qualifying dependents
- * Retiree health according to vesting schedule
- * Vacation Leave: 200 – 248 hours per year
- * Sick Leave: 96 hours per year
- * \$750 per year wellness HRA
- * For a detailed summary of benefits, [click here](#)

9/80 WORK SCHEDULE:

Monday – Thursday, 7:00 a.m. to 4:30 p.m. (1/2 hour lunch)
Every other Friday, 7:00 a.m. to 3:30 p.m. (1/2 hour lunch)

The Truckee Sanitary District is an **Equal Opportunity Employer**. All applicants will be considered for employment without regard to actual or perceived race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, medical condition, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran or any other characteristic protected by applicable federal, state or local laws.



JOB POSTED:

August 19, 2026

CLOSING DATE:

Open until filled.

Apply as soon as possible for consideration.

COMPENSATION:

This position is Exempt

\$16,943.75/mo to \$21,115.00/mo

