

Las Virgenes Municipal Water District

invites your interest in the position of
Finance Manager



Calabasas, California

The Community

A wide array of housing choices can be found in the region from apartments and townhomes to estates and equestrian properties. The region is also served by the Las Virgenes Unified School District, which has a history of excellence and provides education for levels preschool to grade 12.

Calabasas is ranked as one of the nation's top ten places to live. Nestled in the oak-filled foothills of the Santa Monica Mountains, the upscale community with small town charm has a progressive economy, safe neighborhoods, blue ribbon schools and healthy lifestyle.

Agoura Hills offers many recreational opportunities including hiking and equestrian trails, scenic vistas, ample open space and a wide array of businesses.

Hidden Hills is a small community, with approximately 2,000 residents who enjoy a city that has preserved a country way of life that has nearly vanished from other communities.

Westlake Village is a unique, master-planned community. The city encompasses twenty individual neighborhoods, with active home-owners' associations to promote and maintain high quality architectural standards.



All four of these communities and the unincorporated areas of western Los Angeles County benefit from their proximity to the cultural and recreational assets of the greater Los Angeles area. The county has a number of world-class facilities including the Music Center, Hollywood Bowl, J. Paul Getty Museum, the John Anson Ford Theatre and more. Additional attractions include the nearby beaches of Malibu and Ventura County, the Thousand Oaks Performing Arts Center, botanical gardens, colleges and universities, professional sports and acres of parks, gardens, lakes, trails and natural areas.



The Organization

Las Virgenes Municipal Water District (LVMWD) located in Calabasas, California provides potable water service, wastewater treatment, recycled water service and bio solids composting for a 122 square mile service area west of the City of Los Angeles. Formed in 1958, LVMWD provides services to the cities of Agoura Hills, Calabasas, Hidden Hills, Westlake Village and neighboring unincorporated areas of Los Angeles County.

Every day, the 115 plus employees of LVMWD ensure the delivery of safe, clean, dependable water and environmentally protective wastewater treatment services in a cost-effective manner. Taking nature's lead, LVMWD works to make the most of water resources by bringing water "full circle" in a commitment concept of "Total Beneficial Reuse." After potable water is delivered to and used by customers, wastewater is then collected and extensively treated to be used again as recycled water for irrigation; the bio-solids are then processed into "Class A- Exceptional Quality" garden compost.

LVMWD is organized under the Municipal District Law of 1911 (California Code 71000). A publicly elected five-member Board of Directors governs the District,





The Ideal Candidate

The successful candidate will have a strong accounting background including significant responsibility in the development of the Comprehensive Annual Financial Report, implementing and monitoring accounting processes and systems, and with developing and ensuring compliance with various financial reporting requirements. Possession of a CPA certificate is highly desirable.

While experience in other finance functions such as payroll, purchasing, and budget is desired, the successful candidate will demonstrate a proven track record of continuous learning and growth into increasingly responsible positions within municipal finance.

We seek a Finance Manager with demonstrated ability to work successfully in a team environment that promotes collaboration and communication within the Division and throughout the District. The manager will value creating a positive work environment where sharing ideas, information, and feedback is encouraged, fostered and expected.

The ideal candidate will be forward-thinking and visionary in order to create a more efficient and effective working environment. We seek a creative problem solver, able to identify key issues in complex situations, evaluate options, and initiate strategies for resolution.

Candidates should possess five or more years of progressively responsible experience in governmental / municipal finance, accounting or auditing, at least three years of which were at a supervisory level. A Bachelor's degree in accounting or related field is required.

each representing one of five divisions. The directors serve overlapping four-year terms. From among its members, the board selects officers and a representative to the Board of Directors of Metropolitan Water District of Southern California. The District is managed by a General Manager who is assisted by three departments, Facilities and Operations, Finance and Administration and Resource Conservation & Public Outreach.

LVMWD currently provides water service to a population of approximately 65,000 including residential and commercial customers. It operates and maintains 24 tanks, 2 pumping stations and 394 miles of main line, Las Virgenes Reservoir and the Westlake Filtration Plant. Additionally, the Tapia Water Reclamation Facility and the Rancho Las Virgenes Composting Facility are operated under a Joint Powers Authority between LVMWD and Triunfo Sanitation District. LVMWD has adopted a 2016-2017 Budget of \$84.4 million.

The Department

Finance & Administration Department has responsibility for Finance, Human Resources and Information Systems through its three Divisions. The Finance Manager is a Division Manager position with direct responsibility for all of the District's Finance functions, including Accounting, Accounts Receivable, Budget, Financial Reporting, Investments, and Purchasing.

The Finance Division has 8 staff in 3 functional areas, Accounting, Financial Reporting, and Purchasing. Each functional area is led by a Supervisor that reports directly to the Finance Manager. This position, under general supervision of the Director of Finance and Administration, develops, implements and directs the finance functions of the District.



Compensation & Benefits

The Finance Manager salary range is \$103,898 - \$145,458 annually, DOQ. An additional 5% incentive pay is available if you possess a CPA. The District offers an excellent and competitive benefits package to employees.

Retirement – California Public Employees' Retirement System (CalPERS) full formula 2%@55 for Classic members and 2%@62 for New members. Employee pays their full 7% of the employee contribution.

Medical Insurance – The District covers up to 98% of the monthly premium cost of the Kaiser family plan rate and offers a choice of HMO and PPO plans.

Dental Insurance – The District provides employer paid Dental coverage to employees and their dependents.

Vision Care – The District provides a vision coverage program at no cost to the employee. Employees may elect to cover dependents at a group rate price.

Life, Short Term & Long Term Disability Insurance – The District provides life insurance in an amount equal to one times annual salary plus \$50,000. Short and long term disability plans are also provided and are paid for by the District.

Holidays – The District provides 11 paid holidays per year.

Paid Leaves – Employees accrue vacation hours based on years of service with the District ranging from 104–168 hours per year. Sick leave is earned at a rate of 8 hours per month. Management leave is also provided.

Deferred Compensation – The District provides \$3,000 or 3% of base salary deferred and matched on a dollar for dollar basis into either a 401(a) or a 457(b) plan.

Social Security – In addition to CalPERS, the District participates in Social Security. The District and employees contribute a required percentage of base wages for Social Security.

Retiree Medical Benefits – The District will contribute 75% of the least expensive plan rate for employee only to employees who retire after at least 10 years of service with the District and are at least 55 years of age.

Additional Benefits – Also attractive is a 9/80 work schedule, flexible spending account options, tuition reimbursement program and more.

To Apply

If you are interested in this outstanding opportunity, please visit our website at www.lvmwd.com to apply online. A cover letter and resume must be attached to your employment application. The District is an Equal Opportunity Employer and welcomes applications from all qualified applicants.

Filing Deadline:

August 19, 2016

Following the closing date, all applications will be screened according to the qualifications provided in this brochure. The most qualified candidates will be invited to continue in the selection process. All candidates will be advised of the status of the recruitment following the selection of the Finance Manager.

If you have any questions regarding this position, please contact Sherri Paniagua at 818-251-2126.



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