

## JOB OPPORTUNITY

### Upper San Gabriel Valley Municipal Water District

**Job Title:** Director of Finance or Finance Manager (one position, to be filled based on qualifications)

**Salary Range:**

Director of Finance: \$191,340 to \$246,428 annually

Finance Manager: \$170,815 to \$196,436 annually

**Location:** Monrovia, CA

**Open until filled.**

**Who We Are:**

The Upper San Gabriel Valley Municipal Water District is a wholesale water agency with a mission to provide a reliable, sustainable, diversified, and affordable portfolio of high-quality water supplies to the San Gabriel Valley. This portfolio includes water conservation, recycled water, storage, water transfers and imported water. Upper Water services nearly one million people in its 144 square mile service territory. Governed by a five-member elected board of directors, Upper Water is a member agency of the Metropolitan Water District of Southern California. With a dedicated staff of 10 full-time employees, the agency has been recognized for its leadership in water management, policy work, community outreach, fiscal accountability and transparency. For more information about Upper District, please visit our website at [www.upperwater.org](http://www.upperwater.org).

**Position Summary:**

Under policy direction from the General Manager, the Director of Finance/Finance Manager plans, directs, manages and oversees all activities and operations of the Finance Department — including accounting services, payroll, accounts receivable, accounts payable, investments, financial reporting, and other fiscal operations. This position holds significant responsibility to safeguard the District's financial integrity and fiscal stability.

The position provides high-level, complex financial and administrative support to the Board of Directors, General Manager, Assistant General Manager and represents the Finance Department to other departments and external agencies. The position ensures compliance with relevant laws, regulations, standards, and best practices. The position is also responsible for the supervision of two full-time employees.

**Knowledge, Skills & Abilities**

**Knowledge of:**

- Principles, practices and techniques of municipal/special district finance administration, governmental accounting and auditing, fiscal management, revenue forecasting, budgeting, and fund accounting.
- Internal control, audit practices, cash management, investments, debt administration, and fund accounting for public entities.
- Accounting standards and governmental accounting standards (GAAP, GASB) and best practices, including those promoted by professional associations such as Government Finance Officers Association (GFOA), California Society of Municipal Finance Officers Association (CSMFO) and California Special Districts Association (CSDA).
- Applicable federal, state, and local laws, codes, regulations, and ordinances relevant to municipal/special district finance operations.
- Principles of supervision, training, performance evaluation, and effective communication.

**Minimum Qualifications:**

- Bachelor's degree in Accounting, Finance, or Business Administration
- Five or more years of progressively responsible experience in governmental or municipal finance, accounting or auditing - including at least 3 years of supervisory/management experience.
- Strong knowledge of fund accounting, governmental accounting standards (GAAP/GASB), public-sector budgeting, financial reporting, and internal controls.

**Preferred / Desirable Qualifications:**

- Professional certification (e.g., Certified Public Accountant (CPA), or other relevant governmental finance credentials
- Demonstrated experience with financial software (preferably SAGE 100), digital workflow, paperless environment, treasury management, debt administration, and public investments.

**Salary and Benefits**

Annual Salary: depending on qualifications.

Director of Finance: \$191,340 to \$246,428 annually

Finance Manager: \$170,815 to \$196,436 annually

The Upper San Gabriel Valley Municipal Water District offers an excellent and competitive benefits package that includes:

- CalPERS Retirement Plan
- 13 paid holidays, paid vacation and sick leave
- Medical insurance and health reimbursement for employees and qualified plan participants
- Deferred Compensation Plan
- 9/80 work schedule

**Equal Opportunity Employer**

The Upper San Gabriel Valley Municipal Water District is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability, or veteran's status.

**Application Process**

Submission of your resume, cover letter outlining qualifications and a list of three (3) professional references are required for consideration. Completed application packages should be emailed to:

William R. Kelly  
Kelly Associates Management Group  
[wiliamk@ka-mg.com](mailto:wiliamk@ka-mg.com)

First review of applications will be screened against the job posting criteria and preliminary interviews will be scheduled with candidates having the most relevant qualifications. Open until filled.